REPORT RESUMES

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PROCEDURE FOR REQUESTING APPROVAL OF SCHOOL BUILDING PROJECTS.

PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION

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DESCRIPTORS- *BUILDING DESIGN, *PROJECT APPLICATIONS, *PUBLIC SCHOOL SYSTEMS, *SCHOOL BUILDINGS, *SCHOOL PLANNING, ARCHITECTURAL ELEMENTS, COMPONENT BUILDING SYSTEMS, COSTS, EDUCATIONAL FINANCE, EQUIPMENT EVALUATION, FACILITY GUIDELINES, INSPECTION, SITE SELECTION,

A SET OF PROCEDURES, GUIDELINES, AND FORMS USED BY THE STATE OF PENNSYLVANIA DEPARTMENT OF PUBLIC INSTRUCTION FOR PLANNING SCHOOL BUILDING PROJECTS. THE SET RANGES FROM PROJECT APPLICATIONS TO FINAL COSTS AND REIMBURSEMENTS, AND INCLUDES ARCHITECTURAL ELEMENTS, COMPONENT SYSTEMS, EQUIPMENT EVALUATION, INSPECTIONS AND SITE SELECTION. (FO)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

PROCEDURE FOR REQUESTING APPROVAL OF SCHOOL BUILDING PROJECTS

This bulletin outlines procedures to be followed in submitting an application for approval of a building project which may become eligible for State reimbursement. It is intended for the use and guidance of officials of school districts interested in qualifying for such approval. Additional copies may be secured from the Division of Records.

General Instruction:

1. Inquiries concerning the status of school building projects should be addressed to the Division of Records, Bureau of School Construction. Call Harrisburg 717-787-5480, 5481 or 5482.

2. School laws require that projects, to be eligible for reimbursement, meet certain conditions as outlined therein. School boards should caution their architects to proceed with development of preliminary sketches and final plans and specifications only when necessary prerequisite approvals have been obtained.

3. Approval of school sites by the Department of Highways and by the Department of Health is required regardless of whether the project is a new building or an addition to an existing building. Petition forms, BSC-313, are obtained from and submitted to the Assistant Director's office, in duplicate.

4. When a project has been approved initially on the basis of estimated costs, no change in the method of financing shall be made without prior approval of the Bureau of School Construction, Department of Public Instruction.

5. If the application involves a district which is a member of a joint board, the application should be filed by the joint board even though the financial responsibility rests with one or more of the school districts comprising the jointure.

6. All bids shall be so tabulated as to indicate (1) the base bid accepted; (2) any alternate bids accepted; (3) the amount stated in the base bid for rough grading and (4) the amount stated in the base bid for a complete sewage disposal system. Each alternate bid shall be fully explained as to the nature and scope of the proposed work.

7. A verified copy of the tabulation of bids shall accompany the appropriate form (PIBB-40B or SBA-2) when submitted to the Bureau of School Construction for approval on the basis of bids. The project will not be considered for final approval until this evidence is received by the Bureau of School Construction.

STEPS IN PROCESSING OF SCHOOL BUILDING PROJECT APPLICATIONS

1. Submit in duplicate "Application for Inspection of School Buildings and Sites," Form PIBB-40A. (This form may be obtained from the Division of Records, Bureau of School Construction, Department of Public Instruction.)

   Following receipt of PIBB-40A, the Division of Records will arrange for an inspection to determine the need of the proposed project. District will be notified of outcome of inspection when the report has been cleared. If need for project is established, a consultant will be assigned who will advise local school officials on development of educational specifications and will assist in preparation of a schedule of space allocations.

2. A. Secure from the Assistant Director's Office:
   - a. One (1) copy, Form BSC-312, "Procedure, Principles and Criteria for Use in Selection of School Sites"
   - b. Four (4) copies, Form BSC-313, "Petition for the Approval of a School Site"
   - c. Three (3) copies, Form BSC-314, "School Site Analysis Report"

EF001857

d. One (1) copy, Form BSC-314-A, "High Pressure Pipe Lines"
e. One (1) copy, Form BSC-321, "Design and Specification Criteria"
f. One (1) copy, Form BSC-322, "Guide Specifications for Property, Topographic and Utilities Survey"

B. Submit to the Assistant Director's Office:
a. Two (2) executed copies for Form BSC-313, "Petition for the Approval of a School Site"
b. Two (2) executed copies of Form BSC-314, "School Site Analysis Report"
c. Since the Department of Forests and Waters will check this application regarding the possibility of flooding, the location of the site should be indicated as specifically as possible. Attach a map, preferably a topographic map, showing the exact location of the site.

3. For projects to be financed by a method other than the State Public School Building Authority:

A. See Step 1 above.

B. See Step 2 above.

C. Submit "Application for School Building Project," Form PIBB-40B, to the Division of Records. Only items of Movable Fixtures and Equipment selected from the attached list should be purchased from the proceeds of the bond issue.

Form PIBB-40B with its accompanying data will be analyzed by the Bureau of School Construction to determine the reasonableness of estimates and the ability of applicant district(s) to finance. If the findings are satisfactory, the district(s) will be notified that the project is approved based on the estimated costs when

(1) The order for consideration of the project has arrived, or

(2) The district has requested immediate consideration with no assurance of State reimbursement. Such request must be in the form of an authenticated copy of the resolution adopted by the applicant board. The resolution should be filed with the Division of Records.

D. School officials together with the architect should arrange an appointment in the Division of Architectural Services to review preliminary architectural sketches: (Phone Harrisburg 717-787-3066 or 3067 for appointment.)

NO REVIEW OF PRELIMINARY SKETCHES, PLANS, OR SPECIFICATIONS WILL BE SCHEDULED UNTIL THE PROJECT HAS BEEN APPROVED BY THE DEPARTMENT ON THE BASIS OF ESTIMATED COSTS.

E. Final plans and specifications shall be reviewed with the architect and approved by the Division of Architectural Services. (Phone Harrisburg 717-787-3066 or 3067 for appointment.) Approvals by Art Commission, Department of Labor and Industry, and when applicable the Deptpartment of Health, are also required.

F. If project involves addition to or alterations of an existing building, district(s) should appoint an appraiser who together with Department appraiser and a third appraiser must complete the appraisal of the existing building before additions or alterations are begun. Name, address, and telephone number of district appraiser should be sent to the Assistant Director's Office, Bureau of School Construction.

G. Receive Construction Bids.

H. Submit Revised Cost Data on pages 1, 2, 3, 4, 5, and 12 of form PIBB-40B, based on bid costs, to the Division of Records. If the bid costs exceed the approved estimated costs, page 1-12, inclusive, or form PIBB-40B, should be revised and submitted to the Division of Records. Approval of this new proposal must be received prior to the awarding of bids.

I. Submit revised financing cost data based on bond bids to the Division of Records.

If interest rate or other factors in sale of bonds result in change of rentals, a new revision of pages 1, 2, 3, 4, 5, and 12, PIBB-40B, shall be submitted. Actual negotiations of sale must await approval of this new proposal.

J. Submit an executed copy of lease between authority and school district(s), and either an executed or conformed copy of the trust indenture. If there is any question about the form of the lease, a rough draft may be submitted earlier to the Division of Records for examination before the lease is executed.

4. For projects to be financed by the State Public School Building Authority:

   A. See Step 1 above.

   B. See Step 2 above.

   C. Submit "Application for School Building Project", Form SBA-2, to the State Public School Building Authority. This form will be sent to the school district by the State Public School Building Authority upon notification to the Authority by the Bureau of School Construction that the approved "Schedule of Space Allocations" has been issued to the district.

      Form SBA-2 with its accompanying data will be analyzed by the Bureau of School Construction to determine the reasonableness of estimates and the ability of applicant district(s) to finance. If the findings are satisfactory, the district(s) and the State Public School Building Authority will be notified that the project is approved based on the estimated costs when the order for consideration of the project has arrived.

   D. School officials together with the architect should arrange an appointment in the Division of Architectural Services to review preliminary architectural sketches. Phone Harrisburg 717-787-3066 or 3067.

      NO REVIEW OF PRELIMINARY SKETCHES, PLANS, OR SPECIFICATIONS WILL BE SCHEDULED UNTIL THE PROJECT HAS BEEN APPROVED BY THE DEPARTMENT ON THE BASIS OF ESTIMATED COSTS.

   E. Final Plans and Specifications shall be reviewed with architect and approved by Division of Architectural Services. (Phone Harrisburg 717-787-3066 or 3067 for appointment.) Approvals by Art Commission, Department of Labor and Industry, and when applicable the Department of Health, are also required.

   F. If project involves addition to or alterations of an existing building, district(s) should appoint an appraiser who together with Department appraiser and a third appraiser must complete the appraisal of the existing building before additions or alterations are begun. Name, address, and telephone number of district appraiser should be sent to the Assistant Director's Office, Bureau of School Construction.

   G. Receive Construction Bids.

   H. Submit Revised Cost Data based on bid costs to the State Public School Building Authority on forms secured from that agency. The Authority will then transmit such revised cost data to the Division of Records.

5. Notify Division of Records, Bureau of School Construction when building has been completed and accepted for occupancy.

6. Make application for reimbursement on account of rental payments or sinking fund charges on forms to be obtained from and submitted to the Bureau of School Administrative Services.

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

Equipment Reimbursable Under the Provisions of Act 417, March 22, 1956

A. *Building Equipment*

Items usually included in construction for Heating, Ventilating, Plumbing, General, and Electrical.

- Class Bell
- Clock and Bells
- Permanent Chalk Boards
- Permanent Tack Boards
- Permanent Bulletin Boards
- Flagpole
- Permanent Student Lockers
- Permanent Display Cases
- Window Shades (Does Not include blackout curtains, window drapes, or venetian blinds)

B. *Classrooms*

- Teacher's Desks
- Flag Holder
- Teacher's chairs (Does not include upholstered or swivel chairs)
- Filing cabinets (one per classroom, 2 or 4 drawers)
- Student Tables (Surface Reflectance Standard, 35 - 50%)
- Student desks (Surface Reflectance Standards, 35 - 50%)
- Built-in Risers (Music Room)
- Student Chairs
- Music Cabinet (Music Room)

C. *Science Laboratories*

Same as B, Regular Classroom, plus:

- Demonstration Desk
- Work Counter with Sink Assembly
- Storage cases, built-in
- Student Stools
- Fume Hood

D. *Homemaking*

Same as B, Regular Classroom, plus:

- Sinks with Base Cabinets
- Wall Cabinets
- Cabinet Bases
- Mirror

E. *Shops*

Same as B, Regular Classroom, plus:

- Work Benches
- Cabinets

F. *Conference Room*

- Book Case
- Conference Table (Surface Reflectance Standard, 35 - 50%)
- Chairs (Does not include upholstered or swivel chairs)
- Filing Cabinets

G. *Student Activity Room*

Book Case, built-in
Stencil Table
Table (Surface Reflectance Standard, 35 - 50%)
Desk (Surface Reflectance Standard, 35 - 50%)
Chairs
Filing Cabinet
Book Rack

H. *Library*

Book Display Rack
Magazine Stands
Dictionary Stands
Card Catalog Cabinet
Chairs (Does not include upholstered or swivel chairs)
Tables (Surface Reflectance Standard, 35 - 50%)
Charging Desk
Newspaper Stands
Filing Cabinets
Book Shelves, built-in

I. *Cafeteria and Kitchen*

Student Tables (Surface Reflectance Standard, 35 - 50%)
Student chairs and benches
Cashier's Stand
Kitchen Tables
Vegetable Tables
Vegetable Sink
Baker's Table
Baker's Sink
Hood
Sandwich Table
Food Counters
Pot Sink
Storage Table
Serving Counter and tray rail
Refrigerator, built-in

J. *Auditorium and Stage*

Folding chairs for stage
Auditorium Seats (Non-Upholstered)
Light System and Controls
Emergency Lights

K. *Gymnasium, Secondary School*

Bleachers, movable and folding
Banking Boards (Limited number and type)
Lockers
Chair Trucks

L. *Administrative Offices*

Desks
Book Cases
Chairs (Does not include upholstered or swivel chairs)
Tables
Filing Cabinets
Built-in Vault

M. *Faculty Room*

Table
Mirror
Chairs (Does not include upholstered or swivel chairs)

N. *Health Room*

Tables
Chairs
Examination Table
First Aid Cabinet
Examination Chair
Filing Cabinet
Folding Screen
Dental Cabinet

O. *Custodial Service Room*

Wash Bench
Vacuum - installation but not equipment

Commonwealth of Pennsylvania
Department of Public Instruction
Bureau of Building Construction and Transportation

BUILDING PROJECT PROGRESS RECORD
(For School District Use)

Date School Name ______________________________ Project _____

1. __________ An application for inspection of facilities was submitted (PIBB-40A).
2. __________ An inspection order number was assigned to the project by the D.P.I.
3. __________ The existing facilities were inspected.
4. __________ Educational specifications were developed.
5. __________ Approval of the site was received from the State Board of Education.
6. __________ The project was justified and a consultant appointed by the D.P.I.
7. __________ A schedule of space allocations was received.
8. __________ Cost estimates were submitted (PIBB-40B or SBA-2).
9. __________ A letter approving the project was received from the D.P.I.
10. __________ Preliminary building plans were approved by the D.P.I.
11. __________ Preliminary building plans were reviewed by the Department of Labor and Industry.
12. __________ Preliminary building plans were approved by the Art Commission.
13. __________ The building was appraised (Addition only or alterations).
14. __________ Plans for special areas were cleared by D.P.I. specialists.
15. __________ An occupancy permit was secured from the Department of Highways (when applicable).
16. __________ Final plans were approved by the Department of Health and/or Sanitary Water Board.
17. __________ Final plans were approved by the Department of Labor and Industry.
18. __________ Final plans were approved by the Art Commission.
19. __________ Final plans were approved by the State Fire Marshal (when applicable).
20. __________ Final plans and specifications were approved by the D.P.I.
21. __________ Construction and bond bids were approved by the D.P.I. (PIBB-40B or SBA-2).
22. __________ Contracts were let.
23. __________ An agreement of lease with the authority was consummated.
24. __________ An executed lease or a general obligation bond resolution was approved by the D.P.I.
25. __________ Bonds were sold.
26. __________ A temporary percentage of reimbursement was established by the D.P.I.
27. __________ An application for reimbursement was submitted to the Bureau of District and County Affairs, D.P.I.
28. __________ Construction was begun (Notify the D.P.I.).
29. __________ An inspection during construction was conducted by the D.P.I. (County Office to submit Job Conference Reports).
30. __________ Change orders and/or supplemental contracts over $1500 were cleared by the D.P.I.
31. __________ The building was completed. (Notify the D.P.I. of the date of completion or occupancy).
32. __________ A final inspection was completed by the D.P.I.
33. __________ A copy of the final cost data was submitted to the D.P.I.
34. __________ A permanent percentage of reimbursement was established by the D.P.I.

mmonwealth of Pennsylvania - Department of Public Instruction

APPLICATION FOR INSPECTION OF SCHOOL FACILITIES AND BUILDING SITES

BE-227 (5/68) (Formerly PIBB-40A)

FOR DEPARTMENT USE ONLY

INSPECTION ORDER NO.

DATE RECEIVED

CHOOL DISTRICT OR JOINT BOARD	COUNTY	ADMINISTRATIVE UNIT NO.
AME OF SCHOOL	SCHOOL LOCATION	

NSTRUCTIONS: Send original and one copy to Department of Public Instruction, Bureau of School Construction, Box 911, Harrisburg, Pennsylvania 17126

pplication is made to the Department of Public Instruction for an inspection of the location and adequacy of existing school facilities in accordance with the rovisions of Section 2576(c) of Act 417 effective March 22, 1956, and for the inspection of the site proposed for the erection of the facility.

CERTIFICATE OF CONFORMANCE TO COUNTY OR MASTER PLAN. This certifies that the project covered by this application is intended to serve the school plant needs of an attendance area which conforms to the county or master plan prepared by the county board of school directors and approved by the State Board of Education and identified in the County Plan as Administrative Unit No. __________ with the attendance center located at __________ __________.

DISTRICTS APPLYING FOR THE PROPOSED BUILDING PROJECT	ADDITIONAL DISTRICTS IN THE ADMINISTRATIVE UNIT If none, indicate

DESCRIPTION OF PROPOSED PROJECT - Specify grades; check appropriate item

GRADES TO BE HOUSED	NEW BUILDING ON		ADDITION TO EXISTING BUILDING	ALTERATION OF EXISTING BUILDING	CONVERSION OF EXISTING BLDG. TO OTHER USE	OTHER
	NEW SITE	PRESENT SITE				

SPECIFY NATURE OF PROPOSED FACILITY

PROPOSED METHOD OF FINANCING

☐ General Obligation Bonds

☐ Municipality or Non-profit Authority

☐ State Public School Building Authority

☐ Other (Specify)

Will project be undertaken prior to receiving assurance of State reimbursement?

☐ YES ☐ NO

If yes, complete resolution at right.

BE IT RESOLVED, that the Board requests permission from the Department of Public Instruction to proceed immediately with the construction of this project designated on the records by Inspection Order No. __________ thereby waiving any claim for immediately State reimbursement for the project, but retaining the right to apply for such reimbursement at such time in the future as the project may be approved for reimbursement in its turn under the provisions of Act 417, March 22, 1956, P. L. 1315, as amended.

Certified as a true copy of the minutes of the __________

__________ Board held on __________

at __________

Secretary __________

2. INVENTORY OF EXISTING BUILDINGS IN ADMINISTRATIVE UNIT IN THE APPROVED COUNTY

List each building by name for which permanent usage is planned. Please identify by an asterisk (*) each building presently under construction.

NAME OF ELEMENTARY SCHOOL	Project Number (If applicable)	Year Constructed or Latest Reconstruction	CONSTRUCTION			Number of Years Anticipated Use	Grades Housed	ENROLLMENT			NO. OF EACH INSTRUCTIONAL AREA OF AT LEAST 660 SQ. FT.									
			Number of Stories	Fire Resistant	Combustible			Kindergarten	Special Education	Regular Classes	Kindergarten	Special Education	Music	Art	Large Group	Library	Multiple Purpose	Regular Classroom		

2A. INVENTORY OF EXISTING BUILDINGS - Continued

NAME OF SECONDARY SCHOOL	Project Number (if applicable)	Year Constructed or Latest Reconstruction	CONSTRUCTION			Number of Years Anticipated Use	Grades Housed	Enrollment	NO. OF EACH INSTRUCTIONAL AREA OF AT LEAST 660 SQ. FT.											
			Number of Stories	Fire Resistant	Combustible				Science	Business	Art	Gymnasium	Homemaking	Industrial Art	Music	Other Classrooms	Large Group	Library		

REMARKS

SCHOOLS TO BE CLOSED IN CONNECTION WITH THIS PROPOSED PROJECT

List by name each school to be closed as a result of this project. If none, indicate

NAME OF SCHOOL	Year Major Portion Was Constructed	Grades Housed	Present Enrollment	REASON FOR CLOSING					Anticipated Date of Closing	Disposition of Building After Closing	If Building is to be Sold, Give Estimated Sale Price
				One or Two Room School	Obsolete	Unsatisfactory Location	Unsatisfactory Rating	Too Expensive to Renovate			

EMARKS

A. BUILDINGS LISTED ON PAGE 2 WHICH ARE TO BE CONVERTED TO OTHER USE

List by name each building which is to be converted from its present use to some other school use.

NAME OF SCHOOL	TO WHAT USE WILL THIS BUILDING BE CONVERTED	INSTRUCTIONAL AREAS		GRADES HOUSED	
		PRESENT NUMBER	NUMBER AFTER CONVERSION	PRESENTLY	PROPOSED

4. ENROLLMENT DATA

List enrollment data for entire district for RESIDENT PUPILS IN PUBLIC SCHOOLS OF ALL DISTRICTS MAKING APPLICATION FOR THIS PROJECT. If the projection of enrollment for future years shows any change from the past trend substantiate with additional evidence showing the cause for such deviation. When projecting the enrollment for future years, please adjust the figures for drop-outs, community growth, migration, and pupils attending non-public schools.

YEAR	PRE-SCHOOL CENSUS BY AGE					ELEMENTARY GRADES							SECONDARY GRADES						TOTALS	
	1	2	3	4	5	K	1	2	3	4	5	6	7	8	9	10	11	12	Elementary	Secondary
6 years ago 19 -19	X	X	X	X	X															
5 years ago 19 -19	X	X	X	X	X															
4 years ago 19 -19	X	X	X	X	X															
3 years ago 19 -19	X	X	X	X	X															
2 years ago 19 -19	X	X	X	X	X															
1 year ago 19 -19	X	X	X	X	X															
Present Term 19 -19																				
1 year hence 19 -19	X																			
2 years hence 19 -19	X	X																		
3 years hence 19 -19	X	X	X																	
4 years hence 19 -19	X	X	X	X																
5 years hence 19 -19	X	X	X	X	X															
6 years hence 19 -19	X	X	X	X	X															

NON-PUBLIC PUPILS -- Enrollment by grade of resident pupils in Administrative Unit attending non-public schools

X X X X	X	X	X	X	X															

REMARKS

THIS PROJECT, OTHER PROJECTS IN APPLICATION STAGE AND ANTICIPATED PROJECTS FOR WHICH NO APPROVAL OF FUNDS HAS BEEN GIVEN BY DEPARTMENT OF PUBLIC INSTRUCTION

List all projects including this one for which an application has been filed with the Department of Public Instruction but for which no approval has been given by the Department and for which no allocation of funds has been made. Also list all additional construction needs anticipated during the next five years. Please supply as accurately as possible all information requested.

NAME OF SCHOOL	Inspection Order No.	Number of Classrooms*	Year Bldg. to be Occupied	Anticipated Cost of Project	Grades to be Housed	Anticipated Building Enrollment
his Project						

* Include as classrooms ONLY those classrooms to be added by the project.

. SITE DATA. Attach a map showing the location of the proposed facility, other proposed facilities, existing elementary and secondary facilities, and buildings to be abandoned.

pproximate Total Acreage	Approximate Usable Acreage	Estimated Cost of Site $

LOCATION Identify location of site as to street and city; part of township in which located; etc.

7. CERTIFICATION

The Board of School Directors of the School District, or Joint Board, by resolution dated ____________ authorized the filing of this application, and the information contained therein is correct to the best of my knowledge and belief.	The County Board of School Directors by resolution dated ____________ approved the filing of this application.
SIGNATURE - Secretary of School Board or Joint Board Date	SIGNATURE - Secretary of County Board Date
ADDRESS	ADDRESS
ATTEST - Signature of District Superintendent (if involved)	ATTEST - Signature of County Superintendent

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Dear

This is to advise you that the school building project described below involving an addition or alterations to an existing structure has been appraised.

County ____________________

District ______________________________

Inspection Order Number ______

Description of Facility:

a. Date project initially approved __________________

b. Appraisal value of existing structure $_____________________

c. Rated pupil capacity of completed structure ________

The approximate reimbursable amount of the project may be determined by (1) multiplying (c) by $1600 for elementary, $2300 for secondary or $3000 for area technical and subtracting (b), or (2), adding the approved construction costs, the architect's fee not to exceed 6% of such costs, and the cost of essential fixtures and equipment. Reimbursement will be based upon the lesser cost of (1) or (2).

The appraisal value of the existing structure may be subject to adjustment upon receipt of final bid costs for this project. In the event that an adjustment is deemed necessary you will be notified.

Sincerely yours,

Bureau of School Construction

SC-212 2-68

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Dear

This is to advise you that the application for the school building project described below has been approved.

County ____________________ District ____________________________________

Inspection Order Number _____ Name of School ______________________________

Description of Facility:

Rated Pupil Capacity: Date of approved room schedule: ______________

Estimated Amount to be Financed: $_________________

Estimated Annual Rental: $________________ Estimated Interest Rate:________

Estimated number of years over which bonds are to be amortized: _______________

A condition of this approval is that the district(s) will contribute to the municipality authority, to be used to redeem bonds toward the cost of this project, an amount equivalent to the proceeds of the sale of any buildings and sites abandoned as a result of the erection of this building. Any proceeds accruing to the authority from interest earned on bonds, premiums, and from monies invested following the sale of bonds or from the sale of real estate held by the authority in trust in connection with this project or from insurance, if this building is being erected to replace a building destroyed by fire, shall be used to reduce the amount to be financed or to redeem bonds issued to finance this project.

This project is approved with the specific understanding that the district(s) will assume full and complete responsibility for the payment of all rentals due between the date of this approval and the date upon which a lease is approved for this project. A lease can be approved for this project only in accordance with the provisions of the Public School Code of 1949, as amended.

You are advised that no approval will be given to the lease between the school district(s) and the authority until this project at some future date becomes eligible for reimbursement.

This approval constitutes authority for the board of school directors to exercise the several powers enumerated in Section 790 of the Public School Code of 1949, as amended. This approval shall not obligate the Commonwealth to the payment of any rentals prior to the approval of the lease as required by the Public School Code of 1949, as amended.

Plans and specifications for the building shall be submitted to the Division of Architectural Services, Bureau of Building Construction, for review and approval before advertising for bids. During construction of the building change orders exceeding $1500 shall not be authorized until approval of such changes has first been obtained from that Division.

Under the provisions of Section 2577(c) of the School Code of 1949, as amended, unless the general construction contract for this project shall be awarded within ten months from the date of this letter, approval shall be withdrawn. A project for which approval is withdrawn may be resubmitted to the Department as a new project.

When this project becomes reimbursable, the approval for reimbursement will be subject to such provisions as are in effect at that time and will apply only to those items which the law enumerates as being reimbursable. You are advised that under the provisions of the law as now written a project involving construction of complete new facilities has a ceiling on reimbursable cost of $1600 per elementary pupil, $2300 per secondary pupil, and $3000 per area technical pupil times the rated capacity of the facility plus the approved cost of site acquisition, rough grading and sewage disposal. A per pupil cost in excess of these amounts must be met entirely from local district funds without State reimbursement.

If this project involves an addition or alterations to an existing building, it will be necessary to have an appraisal made of the existing structure before such additions or alterations are begun. This appraisal is to be made by three competent appraisers, one appointed by the school district(s), one appointed by the Superintendent of Public Instruction, and the third by the other two appraisers. If this project involves an appraisal and the school board(s) have not already appointed an appraiser, one should be appointed and the Division of Records, Bureau of Building Construction, notified of the name, address and telephone number of the person selected. If this project involves an addition or alteration to an existing building, alternate bids should be received on such portions of the alterations as are separable from the addition to enable determination of reimbursable amount.

Upon receipt of bids for this project the board of school directors should submit corrected information concerning costs. The proper pages of Form PIBB-40B on which to make this corrected report may be obtained from the Division of Records, Bureau of Building Construction. Costs approved by this Department will be the basis for approval of the lease between the school district(s) and the authority.

Sincerely yours,

Deputy Superintendent

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Dear

This is to advise that the inspection report of your Application for Inspection of School Facilities appears to justify the proposed building project with the following inspection order number and you are hereby authorized to proceed with the processing of the second phase of your application.

Inspection Order Number ________

In accordance with established policy, the person named below has been appointed and authorized to serve as a consultant representing the Department of Public Instruction to assist you in completing your application. He is thoroughly familiar with the policies and procedures to be followed and will have all the necessary forms.

We suggest that you contact your consultant to arrange for a conference regarding your educational plans and school plant needs at a time mutually convenient. All correspondence relating to the completion of your application should be cleared through your consultant's office in order that he may be kept fully informed regarding its status.

The Department of Public Instruction has adopted this procedure in order to expedite the processing of applications. We are confident that your consultant will be glad to assist you in every way possible.

In the interest of accelerating your school construction project, we are asking you to contact your consultant at the earliest possible date so that your application may be completed as soon as possible.

Sincerely yours,

C. E. Fisk, Director
Bureau of School Construction

Consultant:
Address:

BSC-213-Rev.4-67

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg

County ____________________
District ____________________
Inspection Order Number ____________________
Name of School ____________________

SURVEY DATA FOR SCHOOL BUILDING PROJECT

Description of Proposed Facility

Enrollment of the district as of latest attendance report: (__________)
Date

ementary ____ New Building ____ Total No. Regular Classrooms Needed ____
condary ____ Addition ____ Projected Enrollment ____
mbination ____ Remodeling ____ Grades Housed ____

____	____	____	____	____	____	____	____
K	1	2	3	4	5	6	Total
____	____	____	____	____	____		____
7	8	9	10	11	12		Total

oposed Attendance Center Conforms to
pproved County Plan: Yes ____ No ____

te of Survey: ____________________

I. Reason this Project is Necessary:

____ Pupil Population Growth
____ Overcrowding in existing buildings (____ Elementary ____ Secondary ____ Both)
____ Schools on double sessions (____ No. Elementary Class Sections ____ No. Secondary Class Sections)
____ Use of substandard facilities (Describe in Section VI or VII)
____ Use of rented facilities (Describe in Section VI)

II. Unused suitable classrooms available within the district:

____ Number of elementary classrooms ____ Pupil Capacity
____ Number of secondary classrooms ____ Pupil Capacity
____ No unused classrooms available within the district

III. Summarize private school proposed building program as planned for this area and which are likely to affect this attendance center:

IV. Schools to be closed: List any schools to be closed or abandoned as a result of this project.

Name of School	*No. Rooms*	*Grades Housed*	*Enrollment*	*Reasons for Closing**	*Is Reason Satisfactory*

* Indicate by one or more of the numbers below the reason for closing the school

1. One or two room school
2. Obsolete
3. Unsatisfactory location
4. Unsatisfactory rating of school
5. Too expensive to repair or restore
6. Other (Specify) ____

1. Attendance Centers to be converted in use:

From:	*To:*	*No. Classrooms to be converted*	*Capacity*

2. The conversion of the attendance centers above

______ Appears to be a satisfactory solution.
______ Does not appear to be feasible. (Explain alternatives below).

____

____

____

____

VI. Inventory of Existing Facilities:

A. Secondary Schools:

Name of School	*No. of Rooms*	*Grades Housed*	*Enrollment*

B. Elementary Schools:

Name of School	*No. of Rooms*	*Grades Housed*	*Enrollment*

I. Remarks. Use space below for any additional information pertinent to this project.

____

____

____

____

____

____

____

____

____

____

____

____

III. Survey Team Members:

Name	*Position*
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________

IX. Survey Team Evaluation

Need for the project is:

_____ Justified

_____ Needs further investigation

_____ Suggest conference between School district and Department

_____ Not Justified

____
Date

Project is recommended as:

_____ Justified

_____ Needs further investigation

_____ Conference

_____ Not justified

____
Director, Bureau of School Construction

____
Date

BSC-311 Rev. 3-67

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BUREAU OF SCHOOL CONSTRUCTION
HARRISBURG

PROCEDURE, PRINCIPLES AND CRITERIA FOR USE IN SELECTION OF SCHOOL SITES

Procedure

1. The current and projected requirements of property acquisition to provide sites for new schools and related facilities shall be established as part of the Long Range Developmental Program.
2. It is the obligation of the Board of School Directors, as soon as the Long Range Developmental Program has been approved by the State Board of Education, to acquire within a reasonable period of time all land required for school sites.
3. The Board of School Directors, in consultation with an architect, site planner, and other professional advisors relative to real estate, sub-surface investigation, water supply and sewage disposal, shall prepare a School Site Analysis Report on the form provided by the Department of Public Instruction for each property under consideration as a potential site for a school.
4. The Board of School Directors, on the basis of an impartial and unprejudiced evaluation of each potential site by using School Site Analysis Reports, shall select the most desirable site and submit to the Department of Public Instruction a Petition for the Approval of a School Site, Form BBC-313, accompanied by the School Site Analysis Report for the proposed site.

General Principles and considerations

1. The size and shape of a site should be determined and based on the programmed use, contemplated development, and potential future expansion. While convenience, safety, health, attractiveness and economy are major considerations, the primary consideration shall be to determine that the site is of a size and shape suitable for the planned uses.
2. The location of a school site should be in an aesthetically desirable environment most conducive to the health, safety, and well-being of the students, the faculty and the public it serves.

   A school and its related facilities is a center for the education, physical development and social activities of a community. Its location in a community shall recognize the prominent position a school commands as a source of pride and inspiration.
3. When considering comparable sites of low and high acquisition cost, it is imperative to compare the relative cost of site development for each site. An evaluation of the grading of earth and rock required to prepare a site, the length of access road, the extension of utility services, and the need for special foundation treatment may establish that a site with high acquisition cost is more economical to develop than a site with low acquisition cost.
4. It is recommended that the Board of School Directors secure options to purchase property under consideration (1) to avoid excessive cost inflation, (2) if public water service is not available, to permit access for the determination of an adequate water source and (3) to make soil percolation tests if necessary.

CRITERIA FOR USE IN EVALUATION OF POTENTIAL SCHOOL SITES

1. Location

   Preferably, the site should be—
   - a. Easily accessible from an improved highway with safe ingress and egrees for both vehicular and pedestrian traffic. Safety for students walking to school must be studied, considering age, grade and number of students. When students are to be transported, distance, travel time and ultimate cost of transportation shall be considered in site selection.
   - b. Removed from industrial plants, railroads, airports, heavy traffic, shopping centers, and other potentially dangerous or disturbing conditions. Objectionable odors, air pollutants, and noises create an undesirable environment for an educational and recreational program.
   - c. Economically accessible to essential public utilities including water, gas, sewers, electricity, telephone, and fire protection. If public water is not available, the source of an adequate, reliable supply of safe water must be assured prior to purchase of property. If it is not feasible to enter the property to drill for water and conduct tests, the State Department of Health, the State Department of Internal Affairs, and local well drillers will assist in ascertaining the potential availability of a water supply.

d. Conducive to economical development of essential roadways, walks, parking areas, recreational areas, seeding and planting, and on-site sewage treatment facilities, if required.

2. Adequacy

Wherever possible, the site should—

a. Provide ample space that can be economically developed to include all current and projected educational and recreational facilities and related use areas as determined by the Long Range Developmental Program for the School District.

b. Meet the following optimum size with respect to usable acreage unless it is impractical to do so because of excessive cost, lack of available land, or for some other reason beyond the control of the Board of School Directors. Usable acreage shall be determined by preparing a Slope Map using a U.S. Geological Survey Map or equal of the area. Land Surfaces (1) having a slope greater than a two foot change of grade in ten feet of horizontal distance (2) occupied by public roads or utilities including right-of-way, and (3) covered by permanent streams or bodies of water, shall not be considered usable acreage.

SCHOOL SITE	USABLE ACREAGE
Elementary	10
Junior High	20
Senior High	35
Elementary—Junior High	20
Elementary—Junior—Senior High	35
Junior - Senior High	35
Area Technical (Part-time)	15
Area Technical School (Full-time)	35
Community College	75
State College	250

In addition to the above usable acreage, there shall be one acre of usable land for each 100 students including projected enrollment.

It is recognized that school sites in cities will, of necessity, generally be smaller than the optimum acreages listed above.

A request for a major deviation from these optimum recommendations shall be accompanied by a feasibility study of the proposed site.

3. Physical Characteristics

Preferably, the site should—

a. Have the potential building area at an elevation level with or higher than the fronting public access road. An elevated building site is normally safer and more desirable to view and approach than a depressed building site.

b. Have the majority of other related use areas elevated above the surrounding terrain to facilitate control of storm water drainage. Elevated building and related use areas are generally relatively free of flooding, frost, and foundation problems.

c. Have subsoil conditions that provide stable foundations for structures and permit economical excavating, filling and grading for the site development work. An investigation of sub-surface conditions shall be conducted and the findings made a part of the School Site Analysis Report.

d. Be free of fuel, power and other transmission lines—underground or overhead.

e. Have sufficient frontage on the public access road to provide maximum visability for those approaching and viewing the school facility. Width of property at point of entry to site should be ample to permit construction of an entrance free from encroachment by structures that obscure sight lines or detract from the environment.

f. Be relatively open, undeveloped land to reduce the cost of clearing, demolition and excessive foundations. Topsoil salvaged from forest land for use in lawn and planting work is normally of poor quality and expensive to process.

g. Have no public roads traversing the property.

h. Have a pleasant and attractive natural environment.

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

PETITION FOR THE APPROVAL OF A SCHOOL SITE

(To be submitted in duplicate with School Site Analysis Report)

County______________________________ Inspection Order Number__________

District____________________________ Docket Number__________________

Name of School____

Location of Site____

Approval is requested of a site to be used for the following building project:
(Check appropriate spaces)

	New	Addition
Elementary		
Junior High.		
Senior High.		
Elementary - Junior High		
Elementary - Junior-Senior High.		
Junior-Senior High		
Area Technical (Part-time)		
Area Technical School (Full-time). . . .		
Community College.		
State College.		

This project is intended to serve an approved attendance area in Administrative Unit Number________ in the approved county plan and will accommodate a maximum anticipated enrollment of ________ pupils in grades ______ to _____ inclusive.

The Site contains approximately _______ usable acres with a frontage of _______ feet; an approximate width of _______ feet; and length of ______ feet. (For detailed description see attached School Site Analysis Report.) Give the following information when applicable:

1. The ____________________ school building is presently situated on this site.
2. The district owns ________ additional acres contiguous to but not included in this site.
3. A public park, playground or ____________ of ____________ acres is adjacent to this site.

Date______________________________ ______________________________
Secretary (District or Joint Board

(Attached additional comments if desired) ______________________________
Address

ENDORSEMENTS

Department of Health

1. This site has been evaluated by the undersigned representative of the Pennsylvania Department of Health for the feasibility of satisfactory disposal of waste by ______________________________ method and to have accessible to it a potential source of safe water if obtained from ______________________________ and has been found acceptable with reference to other aspects of environmental health.

Date ____________________ Signature ____________________

Title ____________________

Attach additional comments if desired

____

____

Department of Highways

2. The Pennsylvania Department of Highways approves _____ disapproves _____ this site as having one or more acceptable locations for an entrance road from a public road as follows:

____

____

____

The required highway occupancy permit (Form 945-A) will be issued by the Department of Highways only upon approval of the final design of access roads. The preliminary design for new road entrances shall be reviewed and approved by the Department of Highways prior to the preparation of construction plans and specifications.

Date ____________________ ____________________
District Engineer

Attach additional comments if desired

____

____

Planning Commission

3. The County _____ or Local _____ Planning Commission, if any, has been consulted and recommends approval _____ disapproval _____.

Date ____________________ Signature ____________________

Title ____________________

Attach additional comments if desired

____

The County Board of School Directors

4. The County Board of School Directors has inspected the proposed site and recommends that the Petition be approved ____ disapproved ____.

Date ______________________ ______________________

Secretary, County Board

Attach additional comments if desired

For Department Use Only

Checked by the Department of Forests and Waters with respect to potential danger of flooding and found to be satisfactory ______ unsatisfactory ______.

Date ______________________ Signature ______________________

Attach additional comments if desired

The Petition is hereby approved _____ disapproved _____

Date ______________________ Signature ______________________

Title ______________________

BSC-313 Rev.5-67

B-40-B
7-66

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

DEPARTMENT USE ONLY
Inspection Order No. ______
Date Received ______
Date Approved ______

______ School District or Joint Board ______ County

me of School ______ Where Located ______

ministrative Unit Number ______ Attendance Area Number ______

APPLICATION FOR APPROVAL OF SCHOOL BUILDING PROJECT

(File One Copy of this form with the Department of Public Instruction)

METHOD OF FINANCING:

______ General Obligation Bonds ______ Temporary Loan ______ Profit Corporation
______ Municipality Authority ______ Non-Profit Corporation ______ Other (Specify) ______

DESCRIPTION OF PROPOSED PROJECT:

	New Building on		Add. to Existing Building	Alt. of Existing Building	Conversion of Existing Building to other use	Others*
	New Site	Present Site				
rades to be housed						
pil capacity upon mpletion of facility						

*Specify nature of facility: ______

I. ANNUAL RENTALS OR SINKING FUND CHARGES:

List below all school districts included in the proposed administrative unit of the Approved County Plan in which this project will be located. Designate the districts making application for the building project with an asterisk and indicate the per cent and amount of the annual rental or sinking fund charges to be paid by each district. List applicant districts first. Check the basis for determining each district's share of the rental costs.

( ) 1. Enrollment A.D.M.
( ) 2. Market Value
( ) 3. Assessed Value
( ) 4. Other (attach statement of explanation)

DISTRICT	COUNTY	PER CENT	AMOUNT

PART IV. COST DATA

The following Costs are: (Check one)
______ Preliminary Estimates
______ Revised Estimates
Date Revised ______
Final Bid Costs: ______ Construction
Bonds ______ ( ) Negotiated Sale
( ) Competitive Sale*
*Attach tabulation of bids
Date Bids Taken: Construction ______
Bonds ______

DEPARTMENT USE ONLY		
$1600 x ______	= $	______
$2300 x ______	= $	______
$3000 x ______	= $	______
Appraisal Value	= $	______
Difference	= $	______
Site	= $	______
Total	$	______
Reimbursable Cost	$	______

	1.* Cost of Addition	2.* Cost of Alterations	3.* Total Cost
A. Structure Cost:			
1. General	$______	$______	$______
2. Electrical	$______	$______	$______
3. Heating & Ventilating	$______	$______	$______
4. Plumbing	$______	$______	$______
5. Test Borings	$______	$______	$______
**6. Site Development, other than rough grading	$______	$______	$______
**7. Provisions for Water	$______	$______	$______
8. Other Structure Costs: (Specify) ______	$______	$______	$______
9. Total Structure Costs	$______	$______	$______
B. Architect's Fee at 6% of Item 9	$______	$______	$______
C. Movable Fixtures and Equipment	$______	$______	$______
D. Total Cost A, B, and C.	$______	$______	$______
E. Site Costs:			
1. Rough Grading to receive building	$______	$______	$______
2. Sewage Disposal (Check one) ( ) Municipality System ( ) Treatment Plant ( ) Septic Tank with Tile Field	$______	$______	$______
3. Architect's Fee at 6% of Items E1, E2	$______	$______	$______
4. Cost of Acquiring Site (Submit authenticated list of all site acquisition costs)	$______	$______	$______
5. Total Site Cost	$______	$______	$______
Total D and E	$______	$______	$______

* Complete columns 1, 2, 3, for projects involving addition and alterations. Complete only only column 3 for new buildings.

** Cost items entered here are not to be duplicated under 1, 2, 3, and 4.

PART IV. COST DATA (Continued)

	Total Cost
F. Additional Costs	
1. Initial Authority Expenses	$
2. Initial Trustee Fees or Profit Corporation Overhead, Profit and Operating Cost	$
3. Bond Discount or Interest	$
4. Legal Fees:	
a. Bond Counsel	$
b. Local Counsel	$
5. Printing	$
6. Project Supervision	$
7. Contingency Fund	$
Total Additional Costs	$
G. Total Cost of Project: D, E, and F	$
H. Cash Payment from Local Funds	$

(Use spaces below for projects financed by Authority, Profit or Non-Profit Corporation)

I. Total Amount to be Financed Through Authority, Profit or Non-Profit Corporation (Item G less Item H) $__________*

J. Annual Rental: _____ Estimated _____ Actual

1. Amount Allowed for Debt Service $__________
2. Amount Allowed for Authority and Trustee Expenses $__________

Total Annual Rental $__________

K. Interest Rate Used in Determining Annual Rental __________%

L. Number of Years Over Which Bonds are to be Amortized __________
(Attach amortization schedule with data based on final bid costs)

(Use spaces below for projects financed by General Obligation Bonds or Temporary Loan)

M. Total Amount to be Financed with General Obligation Bonds or Temporary Loan (Item G less Item H) $__________*

N. Annual Sinking Fund Charge _____ Estimated _____ Actual $__________
(Attach amortization schedule, if financed by General Obligation Bonds, with data based on final bid costs; repayment schedule if by temporary loan)

O. Interest Rate used in Determining Annual Sinking Fund Charge __________%

P. Number of years over which Bonds are to be amortized or Temporary Loan is to be repaid. __________

* If this is part of a larger bond issue, identify issue and amount thereof:

Issue __________ (Year) Total Amount __________

PART V. UNIT COST DATA (New Buildings Only)

(For the following cost calculations use the total of the following items in PART IV, page 2: A, 9, B, E-1, E-2, and E-3. Small letters in parentheses refer to the small letters in Item 5 below.)

Total Cost of above items $________________

A. Comparison — B. Unit Costs

1. Rated Pupil Capacity (a) ________________ Per Pupil Cost $________________
2. Total number of square feet, architectural area (b) ________________ Per Square Foot Cost $________________
3. Total number of square feet, scheduled area (c) ________________ Per Square Foot Cost $________________
4. Ratio of scheduled area (c) to architectural area (b) ________________%
5. Number of square feet of total scheduled area per pupil ________________

(a). RATED PUPIL CAPACITY AS DETERMINED ON APPROVED FINAL ROOM SCHEDULE FOR THIS PROJECT.

(b). THE ARCHITECTURAL AREA OF A BUILDING IS THE SUM OF THE AREAS OF THE SEVERAL FLOORS OF THE BUILDING, INCLUDING BASEMENTS, MEZZANINE AND INTERMEDIATE FLOORED TIERS AND PENTHOUSES OF HEADROOM HEIGHT, (6'6" MINIMUM) MEASURED FROM THE EXTERIOR FACES OF EXTERIOR WALLS OR FROM THE CENTER LINE OF WALLS SEPARATING BUILDINGS. COVERED WALKWAYS, OPEN ROOFED-OVER AREAS THAT ARE PAVED, PORCHES AND SIMILAR SPACES SHALL HAVE THE ARCHITECTURAL AREA MULTIPLIED BY AN AREA FACTOR OF 0.50. THE ARCHITECTURAL AREA DOES NOT INCLUDE SUCH FEATURES AS PIPE TRENCHES, EXTERIOR TERRACES OR STEPS, CHIMNEYS, ROOF OVERHANGS, ETC.

(c) SCHEDULED AREA IS THE TOTAL NUMBER OF SQUARE FEET SHOWN ON THE APPROVED FINAL ROOM SCHEDULE. COMPUTE SIZE OF AUDITORIUM AT 10 SQ. FT. PER SEAT; ADD 100 SQ. FT. STORAGE AREA PER SCIENCE ROOM; ADD ONE-THIRD OF THE MUSIC AREA FOR STORAGE, OFFICE AND PRACTICE ROOMS; ADD ONE-FOURTH OF THE LIBRARY AREA FOR WORKROOM(S) AND STORAGE SPACE. THE STAGE OF THE MULTI-PURPOSE ROOM SHOULD BE COMPUTED AS THE DEPTH OF THE STAGE MULTIPLIED BY THE WIDTH OF THE ROOM.

(d). THE ARCHITECTURAL VOLUME (CUBE OR CUBAGE) OF A BUILDING IS THE PRODUCT OF THE TOTAL AREAS DEFINED ABOVE AND THE HEIGHT FROM THE AVERAGE DEPTH OF FOOTINGS TO FINISH FLOOR, FLOOR TO FLOOR, TO THE AVERAGE HEIGHT OF THE SURFACE OF THE FINISHED ROOF ABOVE, FOR THE VARIOUS PARTS OF THE BUILDING.

6. Total number of cubic feet, architectural volume (d) ________________ Per Cubic Foot Cost $________________
7. Per pupil cost based on total cost of project less the cost of acquiring the site (Item G, page 3, minus E-4, page 2, divided by Rated Pupil Capacity):

$________________ ÷ ________________ = $________________

Total Cost — Rated Pupil Capacity — Cost Per Pupil

- -

DEPARTMENT USE ONLY: Structure: $________________ Total $________________

Mean — Mean

- -

PART VI. SUPPORTING DATA

A. When application is made by a joint school board, attach a copy of the agreement under which the joint board is operating.

B. Submit verified copies of bid tabulations identifying the amounts for rough grading and sewage disposal system.

ARCHITECT'S CERTIFICATION

This is to certify that the estimated costs of the items comprising the total structure cost are considered to be realistic and have been made according to accepted architectural practices for developing preliminary estimates and/or bids.

Signature of Architect

(SEAL)

CERTIFICATION:

This certifies that the Board of School Directors of the School District, or Joint Board, by resolution dated ______________________ 19___, authorized the filing of this application, and that the information herein is correct to the best of my knowledge and belief.

______________________ 19___

____
Secretary of School District or Joint Board

____
Address

____

The county board of school directors by resolution dated ______________ 19___ approved the filing of this application.

____
Secretary of County Board

____
Address

____

Comments:

Signed: ______________________________
County Superintendent of Schools

____
District Superintendent of Schools - (If involved)

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

Architectural Design Requirements - Minimum Standards For New Buildings, Alterations, And Additions

The existing regulations are to be amended as follows:

A. Spatial (space) environmental factors should provide for adequate and economical use of space.

1. Areas.

(a). Instructional Use: This type of area includes consideration for all distinct subjects to be taught, such as kindergarten, language arts, industrial arts, fine arts, science, business, physical fitness. The Department of Public Instruction shall have discretionary authority, in school buildings constructed prior to 1953 to approve established classrooms having not less than 550 square feet free floor area provided the substandard classroom does not house more than 20 pupils for class instruction.

(d). See Recommended Areas for Elementary and Secondary School Building Facilities which should be used as a guide for developing various areas of use. The Department of Public Instruction shall have discretionary authority, in school buildings constructed prior to 1953 to approve established classrooms having not less than 550 square reet free floor area provided the substandard classroom does not house more than 20 pupils for class instruction.

B. Visual environmental factors should provide for the right kind and amount of lighting.

1. Natural lighting. Unilateral, bilateral, or top lighting may be used; however, the basic principle of balance in lighting must be a factor in the satisfactory solution. The interrelationship of the visual and each of the other basic design factors must be acknowledged. The problems of glare, direct and reflected, and light source brightness in relation to the seeing task must be considered. On all classrooms and instructional areas (other than large group instructional areas) on an exterior wall, there shall be a window to permit an occupant of the room to see ground level.

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

THE SCHOOL PLANT GUIDE FOR PLANNING SCHOOL PLANTS OF PENNSYLVANIA

Reproduced and Amended to February 1966

ARCHITECTURAL DESIGN REQUIREMENTS

and

General, Electric, Heating and Ventilating, and Plumbing Standards

Approved by the State Board of Education

(Department of Labor and Industry, Art Commission, and Department of Health regulations are not included)

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MINIMUM STANDARDS FOR NEW BUILDINGS, ALTERATIONS, AND ADDITIONS.

A. Spatial (space) environmental factors should provide for adequate and economical use of space.

1. Areas.

(a). Instructional Use: This type of area includes consideration for all distinct subjects to be taught, such as kindergarten, language arts, industrial arts, fine arts, science, business, physical fitness.

(b). General Use: This type of area includes consideration for the administrative suite, health suite, instruction materials center, library, conference, activities, and other facilities that the entire school staff and student body would use.

(c). Service Use: This type of area includes consideration for custodial services, storage, food service, transportation, maintenance, equipment.

(d). See Recommended Areas for Elementary and Secondary School Building Facilities which should be used as a guide for developing various areas of use.

(e). Use-area recommendations for area vocational, community colleges, and state colleges should be referred to the technical advisory committee for review.

2. Ceiling Heights.

(a). The minimum ceiling height for a college or secondary classroom, 850 sq. ft. or less, shall be 9'-6". The minimum ceiling height for an elementary classroom, 850-900 sq. ft. or less, shall be 8'-6". However, such classroom areas as wardrobes, storage, and project work space, may have ceilings of not less than 8'-0".

(b). Elementary and secondary school buildings and college facilities, other than classrooms, should have ceiling heights which will adequately serve the educational function and the mechanical requirements of the space.

(c). Lighting fixtures and structural members may project into the space below a ceiling only when thermal comfort conditions and ratios, light levels, and lighting distribution are not adversely affected.

3. Interior Sanitary Facilities.

(a). Minimum sanitary fixture requirements.

Type of Fixture	Grades 1-3	Grades 4-6	Grades 7-16
(1). Water closets			
Girls' water closets (Used without urinals)*	Girls one to 30	Girls one to 30	Girls one to 45
Girls' water closets (Used in conjunction with urinals)*		Girls one to 60	Girls one to 90
Boys' water closets**	Boys one to 60	Boys one to 60	Boys one to 90
(2). Urinals			
Girls' urinals (Used in conjunction with water closets)*		Girls one to 30	Girls one to 30
Boys' urinals	Boys one to 30	Boys one to 30	Boys one to 30
(3). Lavatories			
Boys and Girls All grades	Pupils one to 50		

This ratio shall include individual classroom fixtures, except that there shall be at least two lavatories in every communal toilet room.

* In girls' toilet rooms, water closets without urinals are acceptable.
** In boys' toilet rooms, urinals are required.
***No toilet rooms for pupils, except auxiliary toilets, shall be placed in building basements.

(b). Communal toilet rooms.

All school buildings, including those with room toilets, shall have separate communal toilet rooms providing at least two water closets or equivalent for girls and two water closets and one urinal for boys with suitable number of lavatories.

(c). Powder room--sanitary booth--girls.

Each communal toilet used by girl pupils of the fourth through sixteenth grades shall be a combination powder room-toilet-lavatory.
The toilet room section shall provide one sanitary booth which is a toilet stall enclosure containing a water closet and wash basin and refuse container.

(d). Kindergarten and special education rooms.

Kindergarten and special education rooms shall be equipped with water closet and wash facilities separate from those used by the grades, preferably accessible directly from the classroom.

(e). Separate facilities for Grades 1-2-3.

Separate water closet and wash facilities may be provided and are recommended for at least each first, second, and third grade classroom, or if such are not deemed feasible, then small general toilet rooms may be provided for the lower elementary school grades, separate from the facilities used by older pupils.

(f). Special Facilities.

Separate water closet and wash facilities shall be provided for administration, staff, men teachers, women teachers, custodians, cafeteria workers, health rooms, and shower and locker rooms. Such facilities should also be provided for student and public use, near the auditorium and the gymnasium.

(g). Drinking fountains.

(1). Elementary schools--one for each 50 pupils up to 250, then add one for each additional 100 pupils.
(2). Secondary schools and colleges--one for each 75 pupils up to 300, then add one for each additional 125 pupils up to 550 pupils, thereafter add one for each 200 pupils.
(3). Use angle-spray type with lip guard.
(4). Provide drinking fountains in kindergarten rooms which may be attached to the classroom sink or lavatory.
(5). Drinking fountains and sinks are required in all elementary school classrooms in new construction and recommended in all altered classrooms.

4. Rooms below grade--no room used for instructional purposes shall have its floor more than three feet below the outside grade of those sides that may contain major fenestration.

5. Consideration for heights of work surfaces, chalkboards, sinks, sanitary fixtures, drinking fountains, wardrobes, etc., shall be based on "Basic Body Measurements of School Age Children" (current edition) as published by the United States Department of Health, Education, and Welfare.

B. Visual environmental factors should provide for the right kind and amount of lighting.

1. Natural lighting. Unilateral, bilateral, or top lighting may be used; however, the basic principle of balance in lighting must be a factor in the satisfactory solution. The interrelationship of

the visual and each of the other basic design factors must be acknowledged. The problems of glare, direct and reflected; and light source brightness in relation to the seeing task must be considered. Should natural lighting be reduced or eliminated, means must be developed to create interior or exterior vistas to fulfill the psychological need for the eye to wander beyond the confines of the instructional classroom space.

2. Artifical lighting. The selection of the level of illumination must be made only after many factors have been considered. The brightness balance must be related to the wide range of visual tasks to be performed at the varying grade levels.

3. "The American Standard Guide for School Lighting" (current edition) and "Illuminating Engineering Society Lighting Handbook" (current edition) shall be used as recommendations for the visual environmental factors to be developed throughout the school plant.

C. Sonic environmental factors should provide for proper hearing conditions.

1. Consideration must be given to the acoustical problems on the following basis.

(a). Effective sound insulation of individual rooms.

(b). Prevention or reduction of sound transmission from one activity to another.

(c). Elimination or reduction of sound interference from external sources, including mechanical equipment.

(d). Establishment of acoustical balance where good hearing is required.

(e). Reduction of unwanted sound.

2. In critical listening areas, it is recommended that the services of an independent acoustical consultant be used.

D. Thermal environmental factors should provide for the proper year around and day-to-day comfort and climate control.

1. Design temperatures, stated in degrees Fahrenheit, should be as follows:

(a). NON-AIR CONDITIONED

Room Classification	Design temperatures Degrees Fahrenheit
Instructional and general use areas - except as noted below.	70
Service use areas, industrial shops, gymnasiums, corridors, multipurpose rooms	65
Shower and locker rooms	80
Swimming pools	83

(b). COOLING AND DEHUMIDIFYING

(1). When the building is to be prepared initially for air conditioning, or for future air conditioning, then the system should conform to the following schedule of temperatures and relative humidity:

Room Classification	Design Temperature & Relative Humidity
Classrooms, assembly and lecture rooms, libraries, homemaking suites, science rooms, general and chemical laboratories.	76° F DB/55% RH
Shops, gymnasiums*, multipurpose rooms, auditoriums, cafeterias, and corridors not used for return air.	78° F DB/60% RH

Room Classification	Design Temperature & Relative Humidity
Toilets and corridors if used for return air.	Secondary effect of cooled air.
Showers and locker rooms	No air conditioning.
Swimming pools	No air conditioning.

2. Air Motion.

(a). Air motion in all parts of the room shall be sufficient to give uniformity of temperature without objectionable drafts. The air velocity in the occupied zone shall not exceed 35 feet per minute.

3. Quantity of air supply.

Standard air rating shall be used in all cases. (Standard air is air at 70 degrees Fahrenheit and a barometric pressure of 29.5 inches Hg.)

(a). NON-AIR CONDITIONED OR AIR CONDITIONED (NON-COOLING CYCLE)

Room Classification	Outside Air	Total Air	Total Air Change Per Hour
Classroom, study, lecture room	10 CFM per pupil	30 CFM** per pupil	Not less than 6**
Library, auditorium, gymnasium, play areas, homemaking, shops	2 air changes per hour	-	Not less than 6**
Laboratories - without air contamination	4½ air changes per hour	-	Not less than 9**
Laboratories - with air contamination	9 air changes per hour	-	Not less than 9
Cafeteria	2 air changes per hour or air needed for kitchen exhaust system whichever is greater		
Serving space, shower and locker rooms	None	-	Not less than 6
Kitchen	None	-	Not less than 10
Laundries, swimming pool	6 air changes	-	Not less than 6
Corridors	None	-	N -
Toilets: Each Water Closet			100 CFM
Each Urinal			50 CFM
Each Lavatory			10 CFM
Each Service Sink			50 CFM

* Refrigerant load determined by normal instructional use.

**Where ceiling radiant heating systems are utilized, an air change rate of 1/2 CFM per sq. ft. of floor area with not less than 10 CFM per student of outdoor air may be used.

For gymnasiums, auditoriums, cafeterias, shops, multipurpose rooms, provide warm weather exhaust systems of a minimum of 8 changes per hour with outlets located at the high points of the spaces.

(b). AIR CONDITIONED (COOLING CYCLE)

Room Classification	Minimum Outside Air
Classrooms, study, and lecture room	5 CFM per pupil
Mass educational rooms	5 CFM per pupil
Auditorium	5 CFM per pupil
Gymnasium and Play Areas	.25 CFM per sq. ft.
Homemaking	.25 CFM per sq. ft. (cooking area .35 CFM per sq. ft.)
Laboratories without air contamination	5 CFM per pupil
Laboratories with air contamination	20 CFM per pupil but not less than exhaust requirements.
Shops	.25 CFM per sq. ft. but not less than exhaust requirements.
Toilets	See non-air conditioned areas.
Laundries, shower, locker rooms, swimming pool	See non-air conditioned areas.

Cafeteria, serving space, and kitchen:

The cafeteria shall be provided with an air handling system of 1-1/2 CFM per square foot, unless it is a dual purpose room used for assemblies and meetings, in which case it shall be based on 2 CFM per square foot.

The kitchen shall be provided in conformity to the hood exhaust of not less than 150 CFM per square foot of hood area, and 15 air changes in the dishwashing area; the conditioned air transferred through the service area to the kitchen will be equal to 25% of the cafeteria air system. If this quantity of air is insufficient to meet the hood and dishwashing requirements of the kitchen, then a filtered tempered outside air system will be introduced to make up a deficit in air quantities.

The minimum fresh air regulation for all schools shall be on the following basis, whether the school is designed for non-air conditioning, air conditioning, or future air conditioning.

Whenever heat is required to maintain stability in the room design temperature, a minimum of 10 cfm shall be supplied to the room for each design occupant.

When heat is no longer being supplied and the room temperature exceeds the design conditions, additional outside air shall be supplied to the area to stabilize the room conditions until 100% of the potential outside air is supplied.

Upon the actuation of the refrigerant cycle in an air conditioned school, through automatic devices the outside air may be reduced to a minimum of 5 cfm per design occupant.

*The following notes are to be observed where applicable:

(1). All school toilets, janitor rooms, shower room, locker rooms, kitchen, and rooms covered under note (3) must be mechanically ventilated, separate from the general ventilation system, by exhaust fans discharging the vented air above the roof line and remote from any air intakes.

(2). Lockers, shower, toilet rooms. Where such rooms are large or where it is not practical or desirable to replace the air exhausted from them from adjacent parts of the building, means must be provided to supply and temper outside air to replace exhausted air.

(3). If smoke fumes, odors, inflammable dusts, or other atmospheric contamination or hazard is produced, 100% outside air must be supplied and venting must be entirely separate from the general venting system. In addition, apparatus and equipment producing smoke, etc., such as experimental tables, fume cabinets, ranges, steam tables, forges, welding booths, spray painting stations, and the like must be equipped with a mechanical exhaust fan, or fan system, hoods, canopies, their equivalents and accessories to collect smoke, etc., and vent it separately from all other venting. The mechanical exhaust must have sufficient capacity to prevent smoke, etc., from permeating the surrounding air, and must be operated at all times during the use of equipment that does or might produce smoke, etc.

(4). In isolated agricultural and mechanical shops, supply ventilation can be omitted when all venting and exhausting is done as required in other sections of this code. Supply ventilation need be used only when and if tempered air is needed to meet exhaust air volumes.

(5). In figuring the cubic feet of volume of gymnasiums and auditoriums, fifteen (15) plus one quarter (1/4) of the excess over fifteen is used as the effective height or measure of need for ventilation.

(6). Toilets may be vented at floor or ceiling.

(7). Kitchens (not demonstration kitchens) for the preparation of food shall be ventilated by positive exhaust, insuring at least 10 changes (room volumes) of air per hour. The air supply of the kitchen may come from an adjacent dining room, but the dining room itself must have independent supply ventilation.

(8). Positive means of exhaust ventilation for toilets shall be provided entirely separate from any other air supply or exhaust system and shall be capable of removing the air at the rate of at least 10 changes (room volumes) per hour.

(9). Single toilets may be vented with other adjacent areas requiring exhaust, except kitchens.

4. Any school building facility designed with interior instructional areas shall be air conditioned.

5. Temperature of air supplied to rooms

The supply air shall not be admitted to the room for:

Heating—more than 50 degrees above design room temperature
Cooling (side wall distribution)—20 degrees below design room temperature
Cooling (ceiling distribution)—25 degrees below design room temperature
Cooling (upward discharge)—20 degrees below design room temperature

6. The equipment in any locality shall be sufficient to satisfy official requirements under the following outside conditions: (a) Ventilation, 55 degrees F, (b) Heating, 10 degrees F, (c) Air Conditioning, 95 degrees Dry bulb, 75 degrees Wet bulb, or that temperature which after study of the last 20 year record of the Weather Bureau, in that locality, seems to be applicable during the school session.

7. Limitations of capacity of auxiliary heating in classrooms

The capacity of auxiliary heating where used shall be limited to one half the calculated heat loss, so that assurance will be provided that the ventilation system will be used to furnish part of the heat supply.

8. Automatic control

All heating, ventilating, and air conditioning systems must have automatic controls to assure that the system will function as designed and to meet the minimum requirements of this regulation.

9. Re-circulation devices

Heating and ventilating and air conditioning systems which provide for or permit re-circulation of air shall be capable of taking automatically from the outside, the entire amount of air circulated, when necessary to prevent over-heating in mild weather.

10. Room vents into corridor vents

Any rooms, where re-circulation is permitted, may be vented into corridors in fire resistant buildings, provided (a) one or more vents of proper area be installed for each story height of the building, to vent the air from the corridors, (b) there is no opening, or open passageway between the floors of the school building.

11. Noise (all systems)

The design of the heating and/or ventilating systems shall be such that the resulting noise in the room shall not be more than 3 decibels above the sound existing in the room without the system operating but otherwise normally occupied. Noise level readings are to be taken at the center of the room. Systems of special design using high velocities and employing silence equipment to reduce air noises through apparatus or ducts may be used provided complete detail drawings and specifications are approved in advance by the Department of Public Instruction.

12. Thermometers in rooms

Every school room or recitation room shall be furnished with a thermometer. At least one thermometer shall be placed and maintained in each laboratory, domestic science room, and industrial arts room, and at least two thermometers shall be placed in each auditorium, assembly room and gymnasium.

13. Classroom thermometers—sizes

The thermometer, legally required in every classroom or recitation room, shall be of sufficient size to be read easily, and shall be mounted approximately 5 feet from the floor.

14. Thermometers or thermostats

A thermometer which is attached to a thermostat may be used to record the room temperature, provided it is situated 5 feet from the floor and in a location which serves to indicate the actual temperature of the room.

15. Small occupied rooms--Types of heating and ventilation required

No provisions for mechanical ventilation need be made in small rooms (not including toilets) (either offices or pupils' rooms) which habitually accommodate not more than five persons.

16. Rooms other than classrooms

Heating, ventilating, and air conditioning equipment in rooms other than classrooms shall be placed to give uniform air distribution and temperatures at air velocities permitted in this regulation.

17. Coat rooms and wardrobes shall be positively ventilated

Hanging space in classrooms is not considered a coat room. Ventilation of coat rooms by use of air vented from classrooms is permissable, provided the coat room so ventilated has not less than 10 air changes per hour. If a vent (instead of a doorway, or auxiliary to a doorway) connects the classrooms and the coat room, that vent shall be located at or near the floor.

18. Lockers

Lockers situated in coat rooms or corridors for storage of ordinary clothing shall have ventilation to the extent of ordinary louvers, top and bottom, of their fronts.

19. Radiators in gymnasiums, foyers, stair landings and passageways

Direct or cabinet radiation when used in gymnasiums shall be recessed so that no part of the same shall project into the room. The space in the wall opening shall be either entirely closed with a heavy screen of smooth pattern flush with the wall opening, or with cabinet-type top and bottom openings. Radiators in gymnasiums when set so that the bottom of the radiator is 8 feet or more above the floor need not be recessed and grilles may be omitted.

No radiators shall be placed in foyers, stair landings or passageways which will reduce the passage space to less than that required by the Department of Labor and Industry.

20. Ventilation of projection rooms

Motion picture projection rooms shall be ventilated in accordance with the requirements of the Department of Labor and Industry and other governing bodies having jurisdiction.

21. Ducts

Provision for combustion air must be made in all boiler and furnace rooms. All ducts should be fabricated to meet the specifications of the A.S.H.R.A.E. Guide (current edition) as to metal, gauge, etc.

Underground or under slab ducts should be avoided unless made of nondeteriorating material such as terra cotta, transite, etc. All inlet and outlet openings must have rodent and bird screens.

22. Air supply ducts--location of room registers

The bottoms of the openings (registers) of air supply ducts of classrooms shall be not less than 6'-6" above the floor when the air is injected into the room horizontally.

Floor registers are prohibited.

23. Sizes of ducts and air velocities

Sizes of air supply ducts, vent ducts, registers, grilles, roof ventilators, etc., shall be determined so that the maximum volume of air required will be conveyed with velocities not to exceed the values recommended by the A.S.H.R.A.E. Guide (current edition).

Vent duct openings generally shall be immediately above the floor level. If special requirements or architectural designs lend themselves to other arrangements, this explanation should accompany the project when submitted for review.

All vents are to be provided with means to prevent backdrafts.

24. Vents--outlets

Outlets for venting is recommended and in some cases required to be above the roof line, as indicated in another section of this code.
Side wall venting will be permitted when these side walls vents are auxiliary vents or they are outlets for pressure exhausting and provision is made to nullify adverse wind conditions.

In buildings of fire-resistant construction, all classroom, recitation room, or corridor vents may terminate in an attic space and vent therefrom through the roof. In buildings of non-fire resistant construction, flues of fireproof material shall continue through any existing attic to the outside of the building or be assembled in a fire-proof duct in the attic space, and hence to the outside of the building.

Fire dampers are required when common plenum chamber is used or other situations as required by the National Board of Fire Underwriters.

25. Heating, ventilating, and air-conditioning of interior classrooms

The heating, ventilating, and air-conditioning of interior instructional rooms shall be designed to follow non-conditioned standards during the heating season but shall, in addition, provide positive mechanical cooling and ventilation during the non-heating season.

26. Fresh air intakes

Fresh air intakes shall be above the outside grade. The free area on the approach to the air intake should not be less than ten times the height of the intake. Fresh air intakes shall not be located close or adjacent to bituminous paved area, or located directly on a roof surface.

E. Safety environmental factors should provide for a well-constructed school plant with a minimum of hazards.

1. All items concerning fire and panic are covered by the Department of Labor and Industry and approval of that department shall be secured for all items under its jurisdiction.

(a). Such items are:

Fire alarms
Emergency lighting
Fire extinguishers
Ramps
Means of egress
Fire ratings
Panic bars
Hand rails
Stair towers
Boiler room and boiler platforms
Pressure vessels
Exit signs
Fire protection

2. Electrical

(a). All electrical materials, apparatus, and equipment incorporated in a school building shall be of a type approved or labeled by the National Board of Fire Underwriters Laboratories where such labeling applies.

(b). All equipment not so labeled shall be constructed in accordance with the current rules of the National Electrical Manufacturers Association and American Institute of Electrical Engineers.

(c). The current issue of the National Electric Code shall be observed as minimum standards for the electrical installation. The contractor shall deliver to the owners an official Certificate of Approved Final Inspection from an agency recognized by the Fire Underwriters.

3. Concrete floors in shops shall have a non-slip finish or surface.

4. Interior Doors.

(a). All doors shall open out from instructional and general use areas.

(b). Locks on at least one door from all rooms shall provide a fixed and positive means of operation by pupils from the inside at all times.

(c). Entrance doors to communal toilet rooms shall open out and must be recessed.

5. Pipe spaces, where provided, shall be of ample width for physical access to the piping. Enclosing piping in solid masonry or restricted spaces is not recommended.

6. Cat walks. Cat walks shall be provided in ceiling space in such areas as auditorium, etc., to serve lighting fixtures and ventilating equipment.

7. All exterior exits or entrances shall not have an exterior step within 10 feet. Ramps may be used to meet grade conditions. If steps are necessary, a platform to width of adjacent corridor shall be used at the door, then three or more steps.

8. Glass.

(a). In those traffic areas such as entrance ways, stair wells, and corridors where pedestrians can readily come in contact with glass areas, and in those locations usch as gymnasiums and other play areas where there is a likelihood of an object striking glass and thereby causing breakage which might endanger occupants, then the kind of glass used shall be of a type that will not break or disintegrate in a manner to cause injury. Acceptable glass types may be any of the following:

(1). Tempered glass
(2). Wire glass--plain or corrugated
(3). Glass block
(4). Plastic sheets
(5). Laminated safety glass
(6). Other materials as may be approved by the Department

In lieu of the above, the required protection may be in the form of railings, grilles, screens, or other type of protection as may be approved by the Department.

(b). Where clear glass is used in traffic areas as in doors, side-lights, and partitions, such glass areas shall be provided with a visual strip or some other visual identification so that the glass will be noticeable.

9. Industrial Arts and Vocational Shops

In industrial arts and vocational shops, every portable and stationary electrically operated device or motor, grinder, glue pot, and portable hand and stand lamp shall have its framework grounded and all portable electrical tools and machinery shall be equipped with electrical plugs and receptacles to ground the electrical connections, in conformity with the regulations of the Department of Labor and Industry. At least two emergency control points (with remote manual reset) shall be provided, one at or near each end of the shop to disconnect power source.

10. Water temperature. Domestic hot water shall be provided to all wash fixtures, and controls provided to limit the temperatures at lavatories to 140 degrees and, where required, to maintain 180 degrees for dishwashing and other uses required by the Department of Health. Wherever hot water is provided, a circulatory line will be installed to provide immediate hot water at each location.

11. Room stoves or open type of heaters are not permitted in any areas of instructional or general use.

12. All free standing school furniture and/or equipment shall have a sufficiently wide base and a low center of gravity.

13. All open air enclosed courts shall have at least one exit to the outside area of the building either direct or through the building for maintenance purposes.

14. High pressure Gas and Oil Lines.

Regulations for the installation of high and/or medium pressure pipe lines located on school property, transporting gas, crude oil, kerosene, gasoline, liquified petroleum gases and/or any other volatile products.

(a). Pressure

Gas pressures are listed as low, medium, and high.

(1). Low pressure is defined as the standard pressure delivered to consumers' applicances where house regulators are not required, the maximum pressure not to exceed 12" water column gauge.

(2). Medium pressure is defined as in excess of 12" water column to 10 PSIG.

(3). High pressure is defined as pressure in excess of 10 PSIG.

High pressure distribution and transmission will vary in different areas from 60 PSIG to over 1000 PSIG. There are a number of factors which govern the pressure, that is, size and number of lines serving a given area, demand, distance from source of supply, local regulations, etc.

(b). Pipe Lines (Gas)

(1). Any medium and/or high pressure gas line shall be constructed in accordance with ASA, B31.8 Code, as currently revised, for the service intended. The owner of the line shall certify to the Bureau of School Construction as to the construction and installation of the line and the maximum pressure at which it will be operated.

(2). Any gas pipe line which is operated at a maximum pressure in excess of 10 PSIG, which line has been constructed in accordance with ASA, B31.8 Code, as currently revised, shall be installed at a minimum distance of 100 feet from any school building, any play area, athletic field, stadium, bus loading or unloading area, or working area.

(3). Any existing gas line operating at a pressure of 500 PSIG or less, not constructed in accordance with ASA, B31.8 Code, as currently revised, shall be located at a minimum distance of 300 feet from any school building, play area, athletic field, stadium, bus loading or unloading area, or parking area.

(4). Any existing gas line operating in excess of 500 PSIG not constructed in accordance with ASA, B31.8 Code, as currently revised, shall be located at a minimum distance of 500 feet from above mentioned areas.

(c). Petroleum and Volatile Products Pipe Lines.

(1). The above regulations shall apply to pipe lines transporting crude oil, gasoline, kerosene, liquified petroleum gases and any other volatile products, which lines shall be constructed in accordance with ASA Code, B31.4, as currently revised.

(d). Pipe Lines under roads or pedestrian walks on school building sites.

(1). Any gas pipe line operated in excess of 10 PSIG crossing under a school roadway or pedestrian walk shall be enclosed in a casing in accordance with the specifications of the American Petroleum Institute Code No. 1102.

(2). On such lines the casing must extend a distance of not less than 25 feet beyond each side and the angle of crossing should be as nearly as practical to 90 degrees.

(3). Any gas pipe line operated in excess of 125 PSIG crossing under a school roadway or pedestrain walk, the requirements of No. 1 above will apply except that the distance from the top of the casing to the surface of the pavement shall not be less than 3'-6".

(4). Any new pipe line included in this regulation shall not be constructed within 25 feet of a school roadway or pedestrain walk unless authorization is obtained from the Department for such construction. Where existing pipe lines are in excess of 125 PSIG and parallel or are within 25 feet of a school roadway or pedestrian walk, the pipe line shall be cased as heretofore specified.

(e). Coverage

(1). A high pressure transmission pipe line shall not have less than 36" of ground coverage at any point within 300 or 500 feet, as applicable, of a school building or assembly area used by school children.

(f). Exceptions

(1). Where circumstances and conditions require the exercising of judgment in applying these regulations, the Department of Public Instruction ruling shall be final.

F. Procedures

1. Department of Public Instruction. Job information sheets. A separate job information sheet shall be provided with a final submission for General Construction; Heating, Ventilating and Air Conditioning; Plumbing; and Electrical Work.

2. Approval is required by the following Departments of the Commonwealth of Pennsylvania before final submission.

   (a). Department of Labor and Industry.
   (b). Department of Health.
   (c). Department of Highways.
   (d). State Art Commission.

3. Approval is required by the local municipalities, authorities, or public utilities having jurisdiction.

4. The architect and/or engineer by applying his seal to the drawings does certify that the school plant submitted for final approval has been designed in accordance with this school plant guide and that if installed as shown on his plans and specified will give performance in accordance with the standards and requirements of these recommendations and regulations.

5. Boilers and Furnaces

   Boilers and furnaces shall be rated as to capacity and safety according to standards established by the technical groups or society having jurisdiction of particular type and design, such as American Society of Mechanical Engineers, American Society of Heating and Ventilating Engineers, Steel Boiler Institute, Institute of Boiler and Radiator Manufacturers, and Heating, Piping and Air Conditioning Contractors National Association, and American Gas Association. All ratings used by designers must be as indicated above and a direct commitment of the manufacturer as to capacity and rating, either specifically or in published engineering information, is required. All boilers, both as to construction and installation, must meet the requirements of the Department of Labor and Industry. Specifications of the project should so state.

6. Gas Equipment

   All gas equipment shall meet the minimum requirements of the local utility and of the code of the National Board of Fire Underwriters as to construction and installation. This shall be included in specifications covering the project.

7. Pressure Vessels

   All pressure vessels must meet the requirements of the Department of Labor and Industry and the specifications of all projects shall so state.

8. Piping, fixtures, etc.

   All plumbing fixtures as well as their installation with piping, venting, and all phases of installation must meet the minimum requirements as set up in the latest A.S.M.E. Plumbing Code of Standard Code B.M.S. 66. This provison shall be in specifications covering the plumbing phase of all projects.

9. Water supply initially and/or in use must meet and be maintained to meet the minimum requirements of the Department of Health.

10. Field type of sewage disposal system for an addition to an existing school.

    If a subsurface drainage field type of sewage disposal system for an addition to an existing school is presented, the information covering the existing facilities must be submitted with plans and specifications. Such an addition shall have prior clearance of the Local and State Department of Health before submission to the Department of Public Instruction for approval.

11. Sewage Disposal

(a). Type of system

Sewage disposal connection to an existing approved system is highly desirable. If not available, an independent system must be designed. Cesspools or seepage pits are not approved unless specifically authorized by the Department of Health for specific installations.

(b). Approval by Department of Health.

Plans and specifications covering all independent sewage system shall be presented to the Department of Health for review and report.

Clearance of a project by the Department of Public Instruction is contingent upon approval by the Department of Health.

12. Kitchens and Cafeterias

Food handling facilities such as kitchens, cafeterias, and snack bars under the jurisdiction of the cafeteria supervisor, are subject to clearance by the Chief of Lunch and Nutrition of the Department of Public Instruction, Education Building, and the Regional Office of the Pennsylvania Department of Health prior to submitting a project to the Department for final approval. The clearance shall be on file with the Department at the time of final submission.

13. Specialized Areas

Approval of the interested department specialist as to utilization of specialized areas and arrangement of equipment to include facilities for music education, health, and physical education, homemaking, shops, art, library, commercial, cafeteria and kitchen, should be obtained prior to the submission of final plans and specifications to this Division.

14. The following publications (current edition) other than those mentioned above should be used as a supplementary guide in developing the various environmental factors for school plant design.

(a). NCSC Guide--National Council on Schoolhouse Construction.
(b). American Standard Guide for School Lighting--American Standards Association, Inc.
(c). IES Lighting Handbook--Illuminating Engineering Society Lighting Handbook.
(d). Recommended Practices of Daylighting--Illuminating Engineering Society.
(e). American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped.
(f). American Society of Heating, Refrigeration, and Air Conditioning Engineers Guide.
(g). National Plumbing Code.
(h). American Standard Code for Pressure Piping ASA B31.8, ASA B31.4.

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF ARCHITECTURAL SERVICES
BUREAU OF SCHOOL CONSTRUCTION
Harrisburg

CLEARANCES REQUIRED OF ALL PROJECTS BY THE DEPARTMENT AND OTHER COMMONWEALTH AGENCIES REGARDLESS OF THE METHOD OF FINANCING.

SUBSIDY PROJECTS - PIBB40B must have been approved on estimates prior to the submission of any plans for review. A letter of approval signed by a Commissioner or Assistant Commissioner giving the authorized financing, interest rate and rental must be in the hands of the District before any plans can be submitted for approval. A room schedule does not constitute project approval.

LOCAL FUNDS A 731 application must be filed for any project in excess of $1500.00 or $2000.00 ($1000.00 if contract includes mechanical work). If any structural change is involved, excavating, changing doors, windows, partitions etc., or if the project comes under the jurisdiction of any other Department the project shall be cleared by the Bureau of School Construction, Division of Architectural Services REGARDLESS OF THE VALUE of the project.

Architect and/or Engineer required See Act Number 657 Reprint 1960, also Engineers Law Act 367.

Capitol Phone 717 - 787 - Extension listed:

Extension

4274 State Art Commission - 22nd and Forester Streets, Harrisburg, Pennsylvania (Surplus Property Building) All exterior elevations whether new, additions, or alterations to existing buildings. Statuary or Monuments shall also be cleared. Any structure erected with public funds. Site conditions and complete plot plan, floor plans and full elevations for any proposed project is required.

Labor and Industry - (Fire and Panic Act 229 as amended to date) Labor and Industry Building, Harrisburg, Pennsylvania.

3806 Buildings Division - 1514 Labor and Industry Building. (Exits, corridors, Fire Alarm, Emergency Lighting etc.)

2923 Boiler Division - 1515 Labor and Industry Building. (Any pressure vessel)

3765 Elevators - 1520 Labor and Industry Building.

6114)
6115) Industrial Board - Any appeals. 1408 Labor and Industry Building.

4763 Prevailing Wage Act - Any project over $25,000.00. 1515 Labor and Industry Building

6114 Any question on shoring, scaffolding, hazardous installations.

2546 Forest and Waters - Special problems with flood plains, enclosing or bridging of streams or diverting streams.

State Fire Marshall - (Local State Police Barracks) Any installation of a high capacity fuel tank or any potential hazard related to fire safety.

State Highway Regional Offices - A site and/or plot plan must be submitted to the above office if the public school site adjoins a State or Legislative Route. The site approval has no bearing on this later submission as initial site approval does not show the building locations, driveways, run off of storm waters or eventual traffic patterns. The above is required for new and altered buildings. The instrument issued is a Highway Occupancy Permit.

4686 Mined out areas, Gas Fields, Quarries - Sites must be cleared through the Mines and Minerals Industries Department. Test borings and mine maps are required.

Test borings are required for all projects with data shown on the final plans. Excavations are unclassified, however, an estimated quantity of earth or rock may be included in the specifications with unit prices (plus and minus) to adjust final figures in favor of either the district or the contractor.

For mined out areas and indeterminate conditions a requested conference may result in the allowance of special fees for depth borings (exploratory) and the services of a reputable sub soil Engineer who will dictate the eventual footing and foundation design.

Pennsylvania State Department of Health (Regional Offices)

288-6474	- Region I - Kingston, Pennsylvania
323-3746	- Region II - Williamsport, Pennsylvania
6-1191	- Region III - Meadeville, Pennsylvania
(151)618	- Region IV - Pittsburgh, Pennsylvania
248-6785	- Region V - Lewistown, Pennsylvania
373-5175	- Region VI - West Reading, Pennsylvania
(141)8170	- Region VII - Philadelphia, Pennsylvania
281-4900 Ext. 764	- Allegheny County (Pittsburgh)
348-2911	- Bucks County (Doylestown)
UN6-9151	- Erie County (Erie)

On the site water supply (Wells) - Pennsylvania State Department of Health Regional Office and in cases the County Health Office.

On the site sewage disposal systems - Pennsylvania State Department of Health Regional Office and in cases County Health Office. (Septic Tank and Tilefield)

Sewage Treatment Plant - After clearing the Regional Health Office the plans are placed on the agenda of the Sanitary Water Board for final approval and the issuance of a Permit to advertise and to construct the facility. This permit must be on file for final clearance of the project.

The treatment plant must be on the agenda of the Sanitary Water Board to be considered for approval, in any current month, by the first of the desired month, otherwise thirty days delay results in final clearance.

Swimming Pools - The State Regional Department of Health Office approval and a permit must be issued for the construction of the pool by the Sanitarian before final clearance is possible.

Municipal Sewer and Water systems must be checked to determine whether connection to the system is allowed by the State Department of Health (Regional Office). If any system has a State Health derogatory report filed on the system and the condition is not remedied, then attachment to the system is impossible until corrective action is a reality.

Regional Health Office approvals are required for Kitchens and Cafeterias and for Swimming Pools. On the site water supplies and sewage disposal facilities as well as environmental and sanitation needs. This also implies, due to their periodic physical inspections, that ventilation patterns and school lighting shall be so designed so that the prescribed quantities will be maintained in service during the life of the building. Criteria for design should therefore not be so marginal that dirty filters or reflective surfaces or deficient lamps will materially impair the absolute minimum requirements for the above needs. It is recognized that total neglect cannot be compensated for in design. A reasonable safety factor is invited in the initial design.

Three (3) copies of your "Blowup" layouts required to Department Supervisors for the following:

6587 Kitchens and Cafeterias - Regional Health Office and Anne E. Eifler, Lunch and Nutrition State Supervisor, Room 371, Education Building.

6587 Homemaking Suites - Area Coordinator at County Offices or Mrs. Clio S. Reinwald. Home Economics Supervisor, Room 371, Education Building.

6018 Shops (Industrial Arts) - Coordinator Industrial Arts. Three (3) or Four (4) copies of layouts as applicable.

If submitted to the Harrisburg Central Office three (3) copies are required.

5293)
5530) Vocational-Technical Shops - Three (3) copies of shop layouts. Room 359 Education Building. (The Area Coordinators at Universities of Pittsburgh, Penn State or University of Pennsylvania).

2476 Agricultural Shops - Three (3) copies of shop layouts. Room 358A State Supervisor Agriculture Education.

3066)
3067) The Division of Architectural Services, during review will normally clear libraries, science, special education, music, gymnasiums, locker shower facilities, swimming pools, health rooms, art, administrative offices and similar specialized areas. This does not preclude individual conferences, if desired, with the following Department Specialists.

6576	Guidance Services
2753	Special Education (Also 2754 and 4714)
5423	Coordinator of Music Education
5423	Art Education Advisor
6704	Director of School Libraries (6709 and 6719)
5423	Health Physical Education and Recreation Advisor
5552) 6276)	Mathematics Education Advisors
5552	Coordinator Science Education Advisor
7320	Division of Languages
7306	Business Education State Supervisor
7197	Distributive Education State Supervisor
2195	Civil Defense Adult Education
5293	Practical Nursing Advisor
6743	Social Studies Advisor
7320	English Advisor
5640	Instructional Materials and Services
	For any unlisted services please call Information
5750	Department of Public Instruction

Special Reimbursement consideration for Rough Grading to receive the building, sewer (exterior) extensions, sewage disposal systems refer to Act 407. Included or separate prices must be solicited in your proposal for special reimbursement considerations. Such prices must be supported by a contractors breakdown of costs.

Municipal Authority Projects, after receiving Department approval projects require preliminary through final clearance before advertising and receiving bids.

State Public School Building Authority Projects require a preliminary, pre-final and final submission. The pre-final submission must be in final form and complete in every respect and must be submitted a minimum of ten (10) days to two (2) weeks in advance of any potential signatures on tracings. This allows our mechanical section time to check and to clear the project mechanically. When plans and specifications are filed with S. P. S. B. A. they must be filed with the Department at the same time so that our efforts can be properly coordinated.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG

Dear

This is to advise you that plans and specifications for the school building described below were reviewed by the Division of Architectural Services, Bureau of Building Construction.

County ______________________________

District ______________________________

Project or Docket No. ______________________

Name of School ______________________________

Date project was initially approved ________________

The plans and specifications reviewed were:

_____ Preliminary; _____ Pre-final; _____ Final;

and included the following contracts:

____________________ General Construction

____________________ Heating and Ventilating

____________________ Plumbing

____________________ Electrical

____________________ Sewage Treatment

____________________ Other

Except as shown under "Recommendations", the plans as indicated are approved as meeting the requirements of the School Laws of Pennsylvania and the rules and regulations of the State Board of Education. Notwithstanding the approval of these plans by the Department of Public Instruction, the responsibility for the design of the structural and mechanical systems rests with the professional personnel under contract to the school district.

Prior to the final submission of plans and specifications to this Department, approval of the final plans should be obtained from the State Art Commission, the Department of Labor and Industry, and when applicable, the Department of Health. A Highway Occupancy Permit is required from the Regional Highway Office for any project located on a Legislative Route or State Highway.

Approval of the interested Department specialist as to utilization of specialized areas and arrangement of equipment to include facilities for music education, health and physical education, homemaking, shops, art, library, commercial, cafeteria and kitchen, should be obtained prior to the submission of final plans and specifications to this Division.

Modifications of the project, as well as change orders exceeding $1,500 shall not be authorized by the school districts or authorities until such modifications or change orders have been approved by the Department. Requests for change orders shall be submitted to the Division of Records, Bureau of School Construction, on the proper form. Forms may be secured from that office.

Recommendations pertaining to the plans are as follows:

Sincerely yours,

Division of Architectural Services
Bureau of School Construction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

MINIMUM AREAS FOR SECONDARY SCHOOL BUILDING FACILITIES

FACILITIES: ( ) = Optional	**Square Feet (Free floor area)**
INSTRUCTIONAL USE	
Classrooms:	
English, Social Studies, Geography, Mathematics	850 sq. ft., except that up to 15% of total number of rooms may be 425 sq. ft. and up to 35% of classrooms may be 770 sq.ft.
Special Education:	
Approximately 3 to 5% of pupil population will need such services. Facilities should provide for the different types of handicaps to be served: physically handicapped, blind, deaf or hard of hearing, day care, mentally retarded, etc.	850
Science:	
Classrooms	850
Earth and Space Science	850-1000
Biology Laboratory	850-1000
Chemistry Laboratory **	1000-1125
Physics Laboratory ** ** Plus Student Project Area of 220 sq. ft.	1000-1125
Observatory ( )	50-250
Planetarium ( )	500-1200

Note: For junior high school, chemistry and physics laboratories are optional, with 850 sq. ft. per laboratory.

Business:

Teacher Stations	
1	1125
2	1 @ 1125, 1 @ 850
3	1 @ 1125, 2 @ 850

Note: These facilities are optional in junior high school.

FACILITIES: ( ) = Optional — **Square Feet (Free floor area)**

Arts and Crafts: *

Teacher Stations	
1	1000
2	2 @ 1000
3	3 @ 1000

(Area includes project and material storage)

Music: *

Teacher Stations	
1	1200-1500
2	1 @ 1200-1500 1 @ 850
3	2 @ 1200-1500 1 @ 850

NOTE: Storage areas, practice rooms, according to need.

Homemaking: *

Teacher Stations	
1	1000
2	2 @ 1000
3	3 @ 1000

(Area includes storage)

Industrial Arts:

Teacher Stations	
1	1800-2400
2	3600-4800
3	5400-7200

(Area includes storage and finishing areas and planning room when required)

Language Laboratory: ( )	850-1000
Large Group Instruction Area: ( )	
Up to 800 pupils	1 @ 1500-2000
800-1600 pupils	2 @ 1500-2000
1600-2400 pupils	3 @ 1500-2000
Vocational Agriculture: ( ) Shop	1800
Classroom	660

(Area includes storage and finishing area)

Vocational Trade and Industrial Shops: ( )	Consult the Bureau of Building Construction
Electronic Data Processing Area ( )	As required
TV Studio, storage, etc. ( )	As required

FACILITIES: ( ) = Optional | **Square Feet (Free floor area)**

GENERAL USE

Administrative Suite: Basic 1000 sq. ft., plus 120 sq. ft. per each clerical and staff member. Include toilet room only if complete privacy can be obtained.

Note: If school district administrative offices are to be housed in this school building, separate facilities distinct and away from these facilities should be provided. Such areas are to be based on services to be provided, as approved by the Bureau of Building Construction.

Auditorium:

Note: Should be sized: to seat the largest grade if a two grade school; to seat the largest two grades if a three or four year school; to seat junior high school if six year school. If no other auditorium exists in the community, may be sized to seat the combined enrollment of either two or three grades.

Cafeteria:

To seat ½ of number served, at 10 sq. ft. per person.

Kitchen area to be maximum of 2 sq. ft. times total number served to a maximum of 1200 pupils; thereafter, 1 sq. ft. per pupil.

Storage area to be maximum of 1 sq. ft. times total number served.

Faculty Dining area to seat ½ of total faculty at 12 sq. ft. per person. ( )

Serving area(s) may be scheduled in lieu of Kitchen if food is prepared at central kitchen; storage area(s) should then also be scheduled.

Health Room: 660-850

Faculty Rooms:

Up to 800 pupils	2 @ 425
800-1600 pupils	2-4 @ 425
1600-2400 pupils	2-6 @ 425

Library: *

Up to 800 pupils	1500-2400
800-1600 pupils	2400-4800
1600-2400 pupils	4800-7200

Workroom: 150-200 sq. ft.
Conference: 100-150 sq. ft.
Taping Room: 100-150 sq. ft.
Storage (films, tapes, records, etc.): 425-850 sq. ft.
Storage (periodicals): 200 sq. ft.
Reading Room: Minimum of six carrels
Office: 100-150 sq. ft. per number needed

Instrumentation-Library Classroom ( ) 850
(Should adjoin Library)

FACILITIES: ( ) = Optional	Square Feet (Free floor area)
Conference Room:	
Up to 800 pupils	1 @ 425
800-1600 pupils	1-2 @ 425
1600-2400 pupils	1-4 @ 425
Student Activity:	
Up to 800 pupils	1 @ 425
800-1600 pupils	1-2 @ 425
1600-2400 pupils	1-4 @ 425
Instructional Planning Center: ( )	
Up to 800 pupils	1 @ 425
800-1600 pupils	2 @ 425
1600-2400 pupils	3 @ 425
Seminar Rooms: ( )	
Up to 800 pupils	1 @ 425
800-1600 pupils	2 @ 425
1600-2400 pupils	3 @ 425

* These specialized facilities shall be sized for the projected enrollment of the building in accordance with the projection under the Long Range Development Program.

Five percent deviation from scheduled areas shall be permitted. This is not to be interpreted as an across the board reduction or increase of space allocations, but is intended to provide for adjustments in plan development.

Gymnasium: (Over-all floor area). *

School Enrollment	
500-900	7500
Remedial Gymnasium	1000
Swimming Pool ( )	6000

(An extra 2500 sq. ft. should be provided for each additional teaching load of 450 pupils or major fraction thereof.)

Above areas do not include equipment storage, shower and locker rooms, and office for physical education director(s).

Supplemental Data

(a) 14 sq. ft. per pupil - locker room space, exclusive of lockers.
(b) One shower head for each three pupils.
(c) Pupil load - 40 per class
(d) Two separate dressing booths and showers for girls in addition to gang showers.

FACILITIES: ( ) - Optional	Square Feet (Free floor area)
Minimum Area Required for Locker and Shower Rooms in Secondary Schools: (Figures based on a maximum load of 40 pupils per class)	
Locker Room	600 (Exclusive of locker space)
Locker Space	1.5 (For each pupil enrolled)
Shower Room	200 (Girls' area can be reduced by 20 sq. ft. when individual shower and dressing booths are provided)
Instructor's Office (each)	100
Storage Space and Toilet Area	As required
Equipment Room, Uniform Drying Room	As required
Laundry Room	As required
First Aid Training Room	As required
Team Room	As required
SERVICE USE	
Toilet rooms, pupil lockers	As required
Boiler room, electrical room, incinerator room, slop sinks, janitor rooms, fuel storage	As required
General storage, book storage	As required
Storage for maintenance equipment and supplies, and storage for equipment and supplies for care of property and grounds	As required
Classroom storage, work alcoves	As required

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

SECONDARY SCHOOL SPACE ALLOCATIONS

County ________ School District or Joint Board ________

Name of School ________ Location ________

Inspection Order No. ________ Project or Docket No. ________ Educational Consultant ________

Date of Inspection ________ Prepared by: Grades to be housed ________

Projected Enrollment ________

(If a revision, give below date of approved former schedule of space allocations)

____
Name

Reimbursable Capacity ________

____
Title

____
Director, Bureau of School Construction

____
Date

____
Date

____
Date

Type	Size in Square Feet or Capacity	Number of Rooms			Additional Scheduled Space (*)
		Needed	Existing	To be built	
REGULAR CLASSROOMS **					
English, social studies, geography, special education, mathematics	850 sq. ft.				
OTHER CLASSROOMS	________ sq. ft.				
Large Group Instruction Area	________ sq. ft.				
Double classroom ***	1700 sq. ft. (2 @ 850 sq. ft.)				
Small classrooms ****	850 sq. ft. (2 @ 425 sq. ft.)				
Language Laboratory	________ sq. ft.				
Instructional Planning Center	425 sq. ft.				
SCIENCE					
Classroom - Laboratory	________ sq. ft.				
Laboratory					
Earth and Space Science	________ sq. ft.				
Biology	________ sq. ft.				
Chemistry	________ sq. ft.				
Student Project Room	220 sq. ft.				
Physics	________ sq. ft.				
Planetarium - Classroom	________ sq. ft.				
Observatory	________ sq. ft. (Exclusive of Storage)				
BUSINESS					
Classroom	________ sq. ft.				
Typing	________ sq. ft.				
Office Practice	________ sq. ft.				

SECONDARY SCHOOL SPACE ALLOCATIONS

Type	Size in Square Feet or Capacity	Number of Rooms			Additional Scheduled Space (*)
		Needed	Existing	To be built	
RT-CRAFT	______ sq. ft.				
NSTRUMENTATION-LIBRARY CLASSROOM LIBRARY	______ sq. ft. ______ sq. ft. (Floor area exclusive of work/storage, taping & conference rooms)				
GYMNASIUM Total floor area Swimming Pool Auxiliary gymnasium Remedial gymnasium Girl's locker and shower room Boy's locker and shower room	 ______ sq. ft. ______ sq. ft. ______ sq. ft. ______ sq. ft. ______ sq. ft. ______ sq. ft. (Exclusive of storage)				
AUDITORIUM	To Seat: ______ ______ sq. ft.				
HOMEMAKING	Number of teacher stations ______ ______ sq. ft.				
INDUSTRIAL ARTS SHOPS	Number of teacher stations ______ ______ sq. ft. ______ sq. ft. ______ sq. ft. (Including planning & storage)				
VOCATIONAL AGRICULTURE Classroom Shop area	 ______ sq. ft. ______ sq. ft. (Including storage)				
MUSIC	Number of teacher stations ______ ______ sq. ft. ______ sq. ft. (Exclusive of storage & practice rooms)				
HEALTH SUITE	______ sq. ft.				
FACULTY ROOMS	______ sq. ft.				

SECONDARY SCHOOL SPACE ALLOCATIONS

Type	Size in Square Feet or Capacity	Number of Rooms			Additional Scheduled Space (*)
		Needed	Existing	To be built	
CAFETERIA	To seat: ______ To serve: ______ Dining area ______ sq. ft. Kitchen & Storage ______ sq. ft.				
ADMINISTRATIVE SUITE					
Principal	150 sq. ft.				
Conference Room	150 sq. ft.				
Files and Circulation	100 sq. ft.				
Office Waiting Area	220 sq. ft.				
Guidance Waiting Area	100 sq. ft.				
Storage, Vault, Toilet, Public Address System	230 sq. ft.				
____ Staff Member(s) @ 120	______ sq. ft.				
____ Clerk(s) @ 100	______ sq. ft.				
CONFERENCE ROOM	______ sq. ft.				
STUDENT ACTIVITY	______ sq. ft.				
SEMINAR ROOM					

Boiler rooms, toilets, storage areas, and service areas to be determined by needs of school.
All toilets for girls shall be a combination powder room-toilet.

NOTE:
- * Additional scheduled space is to be built with local funds without State reimbursement.
- ** At least ½ to 2/3 of rooms are to have sinks and running water.
- *** Divide by movable partition. If possible, locate near school entrance for school and community use.
- **** May be built in lieu of one classroom. Equip with chalkboards.
- Five percent deviation from scheduled areas permitted to facilitate architectural design. This is not to be interpreted as an across-the-board reduction or increase of space allocation.
- // Needs alteration.

For reimbursement purposes, the surface reflectance of table tops, desk tops and library table tops shall be 35 - 50%

Reviewed by: ______________________
Bureau of School Construction

____
Date

BSC-241 (Rev. 1-67)

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

MINIMUM AREAS FOR ELEMENTARY SCHOOL BUILDING FACILITIES

FACILITIES: ( ) - Optional

INSTRUCTIONAL USE

1. Classrooms	850 sq. ft.
2. Special Education Room Approximately 5% of elementary pupils will need special education services. Facilities should provide for the different types of handicaps to be served; physically handicapped, blind, deaf or hard of hearing, day care, mentally retarded, etc.	850 sq. ft.
3. Kindergarten Room ( )	900 sq. ft.
4. Arts and Crafts ( )	1000 sq. ft.
5. Music ( )	1000 sq. ft.
6. Music Instrument Practice and Storage Room ( )	425 sq. ft.
7. Large Group Instruction Area ( )	1200-1500 sq. ft.
8. Seminar Room ( ) Items 4, 5, 7, 8: Optional if building contains minimum of 12 regular classrooms, exclusive of kindergarten and special education.	425 sq. ft.

GENERAL USE

9. Library *	Up to 12 classrooms	850-1000 sq. ft.
	12 to 18 classrooms	1000-1500 sq. ft.
	Over 18 classrooms	1500-2000 sq.ft.

10. Multipurpose Room * Ceiling height - 16'

	Stage or Platform	
a. 6 classrooms (optional)	12' - 15' Depth	1500 sq. ft.
b. 7 to 12 classrooms	15' - 18' Depth	1500-1800 sq. ft.
c. 12 to 18 classrooms	15' - 18' Depth	1800-2400 sq. ft.
d. Over 18 classrooms	--------------	2400-3000 sq. ft. (1)

The chair and equipment storage area should not exceed 1/5 of the "free" floor area.

(1) May have folding partition to provide two-teacher stations for gym classes. Stage or platform should be placed adjacent to Cafeteria for maximum utilization of multipurpose or gymnasium area.

11. Kitchen and Storage *		3 sq. ft. per pupil served
The area recommended is exclusive of toilet and dressing room for help, which should not exceed 1/5 of the "free" space allocated to the main working area. Buildings served from a central kitchen may provide a serving kitchen of 425 sq. ft.; if dishwashing facilities are desired, necessary additional space may be provided.		
12. Locker and Shower Room ( )		As required
13. Cafeteria *		10 sq. ft. per pupil based on 3 servings
As a separate area in buildings of 18 regular classrooms, exclusive of kindergarten and special education.		
14. Faculty Room	Up to 12 classrooms	425 sq. ft.
	Over 12 classrooms	850 sq. ft.
		(Includes toilet rooms)
15. Health Room	Up to 12 classrooms	425 sq. ft.
	13 to 18 classrooms	660 sq. ft.
	Over 18 classrooms	850 sq. ft.
16. Principal's Office, Clerk, Itinerant Staff, Waiting Area, Conference Room		
	Maximum for buildings of 12 classrooms or less	850 sq. ft.
	Maximum for buildings over 12 classrooms	1275 sq. ft.
17. Swimming Pool ( )		6000 sq. ft.
May be scheduled if no pool exists in administrative unit or if pool will serve only elementary pupils within the administrative unit.		

* These specialized facilities shall be sized for the projected enrollment of the building in accordance with the projection under the Long Range Developmental Program.

Five percent deviation from scheduled areas shall be permitted. This is not to be interpreted as an across the board reduction or increase of space allocations, but is intended to provide for adjustments in plan development.

Size of instructional areas represents free floor space.

SERVICE USE

18. Classroom storage, wardrobes, work alcoves	As required
19. General storage, book storage	As required
20. Toilet rooms, janitor room, boiler room, incinerator room, electrical room, fuel storage area, slop sinks	As required
21. Storage for maintenance equipment and supplies, and storage for equipment and supplies for care of property and grounds.	As required

mmonwealth of Pennsylvania - Department of Public Instruction

ELEMENTARY SCHOOL SPACE ALLOCATIONS

BE-114 (10/67) (Formerly BSC-240)

unty	School District or Joint Board			
me of School			Location	
ucational Consultant	Date Inspected	Docket No.	Inspection Order No.	Grades to be Housed
a revision, show date of approved former schedule of ace allocation.		Date Prepared	Projected Enrollment K_____ 1-6 _____ Sp. Ed. _____	Reimbursement Capacity

Type	Size	Number of Rooms			Additional Scheduled Space*
		Needed	Existing	To Be Built	
Classroom **	_____ Sq. Ft. (Plus storage)				
Special Education **	_____ Sq. Ft. (Plus storage)				
Kindergarten **	_____ Sq. Ft. (Plus storage)				
Art Room **	_____ Sq. Ft. (Includes storage)				
Music Practice Room and Instrument Storage	_____ Sq. Ft.				
Music Room	_____ Sq. Ft. (Includes storage)				
Library	_____ Sq. Ft. (Exclusive of work room)				
Multipurpose Room	_____ Sq. Ft.				
Assembly - Play - Cafeteria	_____ Feet (Stage Depth)				
Cafeteria	_____ Sq. Ft.				
Kitchen - Storage	Kitchen Area to Serve _____ Kitchen Storage Area _____ Sq. Ft.				

* Additional scheduled space is to be built with local funds without State reimbursement.

** Each room is to have sink and running water.

Type	Rooms	Size	Number of Rooms			Additional Scheduled Space*
			Needed	Existing	To Be Built	
ffice	Principal	150 Sq. Ft.				
onference Room		150 Sq. Ft.				
______ Clerks @ 100 Sq. Ft.		______Sq. Ft.				
inerant Staff	(Classrooms) 6 to 18	150 Sq. Ft.				
	18 and Over	300 Sq. Ft.				
aiting Area***	6 to 18	100 Sq. Ft.				
	18 and Over	200 Sq. Ft.				
ffice Storage	6 to 18	50 Sq. Ft.				
	18 and Over	100 Sq. Ft.				
ealth Room	6 to 18	425 Sq. Ft.				
	18 and Over	850 Sq. Ft.				
Faculty Room		425 Sq. Ft.				
eminar Room		425 Sq. Ft.				
Large Group Instruction		______Sq. Ft.				

Boiler rooms, toilets, storage areas and service areas to be determined by eeds of school.

***** This area should be designed so it can be used in conjunction with the Health Room as waiting area.**

# Needs alteration

Five percent deviation from scheduled areas permitted. This is not to be interpreted as an across-the-board reduction or increase of space allocation.

For reimbursement purposes, the surface reflectance of table tops, desk tops and library tops shall be35-50%.

Prepared By (Typed name and title)

Reviewed By -Bureau of School Construction (Signature & Date)

Director, Bureau of School Construction (Signature & Date)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Dear

Reference is made to the following project concerning your school district:

Inspection Order Number________________

District________________

County________________

Total Amount of General Obligation Bonds issued________________

Date on which last bonds will mature________________

Amount to be used for constructing project________________

Amount used to defray cost of bond issue________________

Date of Enabling Resolution________________

Department of Internal Affairs Certificate Number________________

Date of Certificate________________

Date or designation of General Obligation Bonds________________

Approval is hereby given to the payments to be made on account of sinking fund charges to pay for debt service and to amortize the indebtedness of the school district incurred for the construction of the project by the issuance of General Obligation Bonds, which bond issue was approved by certificate from the Department of Internal Affairs on the date shown above.

From the amount of the bond issue stated above, the amounts indicated will be used for the construction of the project and to defray the cost of financing this bond issue. The indebtedness incurred by the school district as the result of this bond issue will be amortized by funds paid into a Sinking Fund Account established for that purpose in accordance with the schedule of sinking fund charges set up in the Enabling Resolution.

It is understood that any income derived from investments of proceeds of the Bond Issue referred to herein or from the investment of monies placed to the credit of the Sinking Fund established to amortize the said bond issue shall be placed to the credit of the Sinking Fund Account in accordance with the provisions of Act 87, approved June 25, 1941, as amended.

At the time a final review is made of the expenditures on account of the construction of the project, the amount of any unexpended balance remaining from that portion of the bond issue allocated for the construction of the project shall be reported to the Bureau of School Construction, Department of Public Instruction.

Reimbursement by the Commonwealth for payments made on account of sinking fund charges to amortize the indebtedness for the project will be calculated in accordance with Act 417, approved March 22, 1956. In order that the district may receive substantial reimbursement during the interim, an estimated rate of reimbursement has been established at ___________%. When the final percentage of reimbursement has been determined, any adjustment necessary will be effective retroactively to date of sinking fund charge approval for reimbursement for this project.

Inquiries to the Bureau of School Administrative Services concerning rental applications and subsidies should be identified by lease number

____________________.

Sincerely yours,

Assistant Commissioner
School Administration

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Dear

Approval for reimbursement, including rental payments made during the present school year, is hereby given to the ______________________________ ______________________ negotiated between the authority and the following school district(s):

Inspection Order Number(s)________________ Date of Lease______________
Name of Authority ____
Total Amount of Bond Issue $____
Schedule of Rental Payments: If not applicable see schedule attached.
Initial Payment__________________ Date due ________________________
Amount of Annual Rental $____
Dates of payments(s) each year ________________and_________________
beginning ________________,19___ and ending _______________________.
The annual rental includes $_______________________________________
for Administrative expense of the authority.

Reimbursement by the Commonwealth for rentals paid is calculated in accordance with Act 417, approved March 22, 1956, as amended. In order that the district may receive reimbursement during the interim, a tentative rate of _______% has been established. When the audit of the project is completed, a final percentage of reimbursement will be determined. Any adjustment necessary is effective retroactively to include reimbursable rental payments.

Inquiries to the Bureau of School Administrative Services concerning rental application and subsidies should be identified by lease number _____________.

Sincerely yours,

BSC-119 (Rev. 2-68)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Re:

When final costs of the above project have been determined, please send one copy of BBC-420 (Rev. 11/1/65) (Final Cost Data For School Building Projects) to Bureau of School Construction, Department of Public Instruction, Box 911, Harrisburg, Pennsylvania 17126. We need this information to establish a permanent percent of rental reimbursement.

If certain items on the form are not applicable, please enter "None" to assure that items are not overlooked.

Please read the instructions carefully, especially those relating to Section A, page 4 and Section C, page 7. Be certain to list totals for each category, total cost of project, amount of bond issue, accrued interest on bond issue, accrued interest on all investments, total income and amount of unexpended funds, if any. Indicate disposition of any unexpended funds. Before sending us the form, check Section G, page 8 to make sure all statements and certificates are attached.

Sincerely yours,

P. C. Wallace
Specialist
Division of Records
Bureau of School Construction

PIBE-147 (12/67) (Formerly BBC-476)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
BOX 911, HARRISBURG, PA. 17126

Re:

Dear

In reviewing "Final Cost Data" for the captioned project, we find we need information on items checked below:

Breakdown into major items according to Contractors' original "Breakdown of Costs" for:

_______ General Contract - Page 4.
_______ Electrical Contract - Page 4.
_______ Heating and Ventilating Contract - Page 5.
_______ Plumbing Contract - Page 5.
_______ Kitchen and Cafeteria Equipment - Page 5.
_______ Stage Equipment - Page 6.
_______ Equipment - Page 7.

General Contract - Page 4:

Paving,

_______ Cost of Paving Driveways.
_______ Cost of Paving Play Area.
_______ Square foot area of Paved Play Area.
_______ Cost of Paving Parking Area.
_______ Square foot area of Paved Parking Area.
_______ How many School Busses are parked each day on Parking Area?

Lawn and Seeding; Fine Grading and Seeding,

_______ Cost within a 10 foot radius of building or addition.
_______ Cost outside the 10 foot radius.

Demolition,

_______ Razing, Remodeling or Addition? (Kindly identify).

Built-in or movable? (Kindly indicate):

_______ Shelving.
_______ Wardrobe racks.
_______ Walk-in Refrigerator-Cooler.

Window Shades,

_______ Cloth or Venetian? (Kindly indicate).

Detailed, itemized breakdown showing quantity, use, unit cost, and total cost for,

______ Art and Craft Equipment.
______ Home Economic Equipment.
______ Library Equipment.
______ Science Equipment.
______ Shop Equipment.
______ Kitchen and Cafeteria Equipment.
______ Shower Room Equipment.
______ Stage Equipment.

Electrical Contract - Page 4:

______ Public Address System, Cost of Console.
______ Are the water coolers and drinking fountains electric?

Statements and Certificates - Page 8:

______ Item 1.
______ Item 2.
______ Item 3.
______ Item 4.
______ Item 5.
______ Item 6.
______ Item 7.
______ Item 8.
______ Item 9.
______ Item 10.
______ Item 11.
______ Item 12.
______ Item 13.
______ Item 14.
______ Item 15.

Others:-

It is advantageous to the School District to send such information, as soon as possible, so that a permanent reimbursable percentage can be computed for the captioned project.

Sincerely yours,

P. C. Wallace, School Finance Adviser
Division of Records
Bureau of Building Construction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

Equipment Reimbursable Under the Provisions of Act 417, March 22, 1956

A. *Building Equipment*

Items usually included in construction for Heating, Ventilating, Plumbing, General, and Electrical.

- Class Bell
- Clock and Bells
- Permanent Chalk Boards
- Permanent Tack Boards
- Permanent Bulletin Boards
- Flagpole
- Permanent Student Lockers
- Permanent Display Cases
- Window Shades (Does Not include blackout curtains, window drapes, or venetian blinds)

B. *Classrooms*

- Teacher's Desks
- Flag Holder
- Teacher's chairs (Does not include upholstered or swivel chairs)
- Filing cabinets (one per classroom, 2 or 4 drawers)
- Student Tables (Surface Reflectance Standard, 35 - 50%)
- Student desks (Surface Reflectance Standards, 35 - 50%)
- Built-in Risers (Music Room)
- Student Chairs
- Music Cabinet (Music Room)

C. *Science Laboratories*

Same as B, Regular Classroom, plus:

- Demonstration Desk
- Work Counter with Sink Assembly
- Storage cases, built-in
- Student Stools
- Fume Hood

D. *Homemaking*

Same as B, Regular Classroom, plus:

- Sinks with Base Cabinets
- Wall Cabinets
- Cabinet Bases
- Mirror

E. *Shops*

Same as B, Regular Classroom, plus:

- Work Benches
- Cabinets

F. *Conference Room*

- Book Case
- Conference Table (Surface Reflectance Standard, 35 - 50%)
- Chairs (Does not include upholstered or swivel chairs)
- Filing Cabinets

G. *Student Activity Room*

- **Book Case, built-in**
- **Stencil Table**
- **Table (Surface Reflectance Standard, 35 - 50%)**
- **Desk (Surface Reflectance Standard, 35 - 50%)**
- **Chairs**
- **Filing Cabinet**
- **Book Rack**

H. *Library*

- **Book Display Rack**
- **Magazine Stands**
- **Dictionary Stands**
- **Card Catalog Cabinet**
- **Chairs (Does not include upholstered or swivel chairs)**
- **Tables (Surface Reflectance Standard, 35 - 50%)**
- **Charging Desk**
- **Newspaper Stands**
- **Filing Cabinets**
- **Book Shelves, built-in**

I. *Cafeteria and Kitchen*

- **Student Tables (Surface Reflectance Standard, 35 - 50%)**
- **Student chairs and benches**
- **Cashier's Stand**
- **Kitchen Tables**
- **Vegetable Tables**
- **Vegetable Sink**
- **Baker's Table**
- **Baker's Sink**
- **Hood**
- **Sandwich Table**
- **Food Counters**
- **Pot Sink**
- **Storage Table**
- **Serving Counter and tray rail**
- **Refrigerator, built-in**

J. *Auditorium and Stage*

- **Folding chairs for stage**
- **Auditorium Seats (Non-Upholstered)**
- **Light System and Controls**
- **Emergency Lights**

K. *Gymnasium, Secondary School*

- **Bleachers, movable and folding**
- **Banking Boards (Limited number and type)**
- **Lockers**
- **Chair Trucks**

L. *Administrative Offices*

- **Desks**
- **Book Cases**
- **Chairs (Does not include upholstered or swivel chairs)**
- **Tables**
- **Filing Cabinets**
- **Built-in Vault**

M. *Faculty Room*

- **Table**
- **Mirror**
- **Chairs (Does not include upholstered or swivel chairs)**

N. *Health Room*

- **Tables**
- **Chairs**
- **Examination Table**
- **First Aid Cabinet**
- **Examination Chair**
- **Filing Cabinet**
- **Folding Screen**
- **Dental Cabinet**

O. *Custodial Service Room*

- **Wash Bench**
- **Vacuum - installation but not equipment**

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION

BUREAU OF BUILDING CONSTRUCTION

SURFACE REFLECTANCES CERTIFICATE

Table Tops, Desk Tops, and Library Table Tops*

Inspection Order Number________________

School________________________________

District_______________________________

County________________________________

This certifies that the furniture purchased for the captioned project has a surface reflectance on table tops of ________%, on desk tops of ________%, and on library table tops of ________%.

________________________ Date

________________________________ Secretary of School Board

*For reimbursement purposes, the surface reflectance shall be 35% - 50%.

Information on Surface Reflectance can be secured from your equipment supplier.

BBC-434 (Rev. 7-66)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION

BUREAU OF BUILDING CONSTRUCTION

SURFACE REFLECTANCES CERTIFICATE

Table Tops, Desk Tops, and Library Table Tops*

Inspection Order Number________________

School______________________________

District____________________________

County______________________________

This certifies that the furniture purchased for the captioned project has a surface reflectance on table tops of ________%, on desk tops of ________%, and on library table tops of ________%.

____________________ ______________________________
Date Secretary of School Board

*For reimbursement purposes, the surface reflectance shall be 35% - 50%.

Information on Surface Reflectance can be secured from your equipment supplier.

BBC-434 (Rev. 7-66)

CERTIFICATE OF ARCHITECT
(For Municipality or School Authority Projects)
Bureau of Building Construction

____
(Name of Firm and Principal of Firm)

does certify as follows: That he is a professional ______________________
(Architect or Engineer)

registered with the Commonwealth of Pennsylvania, and as such he is duly qualified to sign and verify this certificate.

That he is the ____________________ appointed by ____________________
(Architect or Engineer)

____
(School District or Joint Board)

for Project Number ______________ ______________________
(Nature of Project)

______________ ______________ ______________
(School District) (Township) (County)

That all of the construction work on said Project Number __________ was completed in an acceptable manner in accordance with the plans and specifications approved by the Department of Public Instruction (and any approved changes thereto) on ______________.
(Date)

That all contractors by virtue of said completion according to the approved plans and specifications can be paid all final monies due and owing on said project.

Witness the due execution hereof on the ________ day of ______________,
(Month)

__________.
(Year)

____
(Architect / Engineer)

Commonwealth of Pennsylvania

County of ______________________

____
(Architect / Engineer - Principal of Firm)

being duly sworn according to law deposes and says that he is the ______________
(Architect/Engineer)

above mentioned, and as such he is duly authorized to execute the foregoing certificate, and that the statements set forth in such certificate are true and correct as he verily believes.

____
(Architect / Engineer)

Sworn and subscribed to before me,
a Notary Public in and for said
Commonwealth and County on:

____
(Date)

____
(Notary Public)

My Commission expires: (Seal)

BBC-518 (Rev. 11-1-65)

CERTIFICATE OF ARCHITECT

(For Municipality or School Authority Projects)

Bureau of Building Construction

____
(Name of Firm and Principal of Firm)

does certify as follows: That he is a professional ______________________
(Architect or Engineer)

registered with the Commonwealth of Pennsylvania, and as such he is duly qualified to sign and verify this certificate.

That he is the ____________________ appointed by ____________________
(Architect or Engineer)

____
(School District or Joint Board)

for Project Number ______________ ______________________
(Nature of Project)

______________________ ______________________ ______________________
(School District) (Township) (County)

That all of the construction work on said Project Number __________ was completed in an acceptable manner in accordance with the plans and specifications approved by the Department of Public Instruction (and any approved changes thereto) on __________ __________.
(Date)

That all contractors by virtue of said completion according to the approved plans and specifications can be paid all final monies due and owing on said project.

Witness the due execution hereof on the ________ day of ______________,
(Month)

__________.
(Year)

____
(Architect / Engineer)

Commonwealth of Pennsylvania

County of ______________________

____
(Architect / Engineer - Principal of Firm)

being duly sworn according to law deposes and says that he is the ______________
(Architect/Engineer)

above mentioned, and as such he is duly authorized to execute the foregoing certificate, and that the statements set forth in such certificate are true and correct as he verily believes.

____
(Architect / Engineer)

Sworn and subscribed to before me,
a Notary Public in and for said
Commonwealth and County on:

____
(Date)

____
(Notary Public)

My Commission expires: (Seal)

BC-518 (Rev. 11-1-65)

ATTACH TO THIS REPORT THE FOLLOWING:

1. A statement, certified by the architect, verifying all construction contracts, including alternates accepted and change orders.

2. Architect's agreement for professional services and a list of all fees paid or payable to the architect.

3. A certificate from the architect stating the building has been completed in accordance with plans approved and on file with the Department of Public Instruction. Form BBC-518 (Rev. 11-1-65)

4. An architect's certificate verifying actual cost of such rough grading, only, as is necessary to permit proper placement of building on land within the limits approved by this Bureau (peripheral line which approximates perimeter of building). (Act 407)

5. An architect's certificate verifying actual cost of sewage disposal. (Act 407)

6. A copy of "Surface Reflectance Certificate," Form BBC-434, signed by the Secretary of the School Board.

7. A certificate from the secretary of the school board stating that the building has been completed and accepted by the school district and showing the date of such acceptance.

8. Were any Bond Issue funds used for any purpose for which reimbursement has been received or applied for through the NDEA?

9. Date contract was let:

(a) Municipality Authority ________________

(b) State Public School Building Authority ________________

(c) General Obligation Bonds ________________

(d) Other (Specify) ________________

0. Date Lease contract signed ________________

. Date building completed ________________

2. Enrollment at this center upon completion 19 - No. ________________

3. Enrollment at this center during present school year 19 - No. ________________

4. Range of interest: Low ________% High ________%

15. Effective interest rate ________%

ARCHITECT'S FEE $ ________

. EQUIPMENT (ITEMIZED BREAKDOWN SHOWING USE, QUANTITY, UNIT COST AND TOTAL COST) $ ________

. TOTAL COST A, B, C $ ________

E. SITE (NOT INCLUDED ABOVE):

1. **Actual cost of such rough grading, only, as is necessary to permit placement of building on land within the limits approved by the DPI. (peripheral line which approximates perimeter of building) (Act 407)** $ ________
2. **Actual Cost of Sewage Disposal (Act 407)** $ ________
3. **Architect's Fee at 6% on items 1 and 2** $ ________
4. **Cost of Acquiring Site (Land, title, survey, transfer fees, options)** $ ________

Total $ ________

F. ADDITIONAL COSTS

1. **Initial Authority Expenses** $ ________
2. **Initial Trustee's Fee** $ ________
3. **Bond Discount** $ ________
4. **Legal Fees** $ ________
5. **Printing** $ ________
6. **Notary Fees** $ ________
7. **Advertising** $ ________
8. **Project Supervision** $ ________
9. ________________ $ ________

Total $ ________

TOTAL COST OF PROJECT $ ________

6. **Stage Equipment** (Itemized breakdown)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

7. **Other Contracts** (Itemized breakdown)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

8. **Other Costs not included in above:**

a. Cost of Athletic Field and/or Swimming Pool (Does not include rough grading) (Not included in any of the prime contracts) $ ____________________

b. Cost of fine grading and seeding $ ____________________

c. Cost of Landscaping not essential to the building $ ____________________

d. Cost of paving roads and parking areas $ ____________________

e. Cost of recreation areas $ ____________________

f. ______________________________ $ ____________________

Total $ ____________________

3. Heating and Ventilating

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

4. Plumbing

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

5. Kitchen and Cafeteria Equipment
(Itemized breakdown showing use, quantity, unit cost and total cost)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

FINAL COST DATA BREAKDOWN

A. SHOW THE AMOUNT OF CONSTRUCTION AGREEMENTS BROKEN DOWN INTO MAJOR ITEMS ACCORDING TO CONTRACTORS' ORIGINAL "BREAKDOWN OF COSTS," AND COVERING THE FOLLOWING CONTRACTS:

General, Electrical, Heating and Ventilating, Plumbing, Kitchen and Cafeteria Equipment, Stage Equipment, and others. Include an itemized breakdown showing use, quantity, unit cost and total cost of any equipment included in any of the prime contracts.

1. General Contract

a. Change Orders (Number, Details and Amount)

Total $ ____________

2. Electrical

a. Change Orders (Number, Details and Amount)

Total $ ____________

SUMMARY OF FINAL COSTS

BASE CONTRACTS PLUS ALTERNATES AND CHANGE ORDERS:

1. General $ ____________________

2. Electrical $ ____________________

3. Heating and Ventilating $ ____________________

4. Plumbing $ ____________________

5. Kitchen and Cafeteria Equipment $ ____________________

6. Stage Equipment $ ____________________

7. Other Contracts $ ____________________

8. Other Costs $ ____________________

ARCHITECT'S FEE $ ____________________

EQUIPMENT $ ____________________

TOTAL COST A, B, C $ ____________________

SITE $ ____________________

ADDITIONAL COSTS $ ____________________

TOTAL COST OF PROJECT $ ____________________

UNEXPENDED FUNDS $ ____________________

DISPOSITION OF UNEXPENDED FUNDS: ____________________

____

____

List Bonds Retired from Unexpended Bond Issue Money:

List Bonds Retired from Interest Earned Funds:

FINANCIAL REPORT

. INCOME

1. Bond Issue $ ____________________

2. Premium $ ____________________

3. Accrued Interest (Earned) on Bond Issue $ ____________________

4. Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds:

    a. Construction Fund $ ____________________

    b. Lease Rental Fund $ ____________________

    c. Debt Service Fund $ ____________________

    d. Debt Service Reserve Fund $ ____________________

    e. Bond Redemption Fund $ ____________________

    f. Other Funds $ ____________________

    g. Total Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds. (Add a, b, c, d, e, & f) $ ____________________

5. Building Insurance Received $ ____________________

6. Forfeited Bond of Contractors $ ____________________

7. Proceeds from sale of any buildings or land $ ____________________

8. Local Funds $ ____________________

9. Any Other Income $ ____________________

10. Total Income (Add 1, 2, 3, 4, 5, 6, 7, 8, & 9) $ ____________________

B. TOTAL COST OF PROJECT $ ____________________

C. UNEXPENDED FUNDS (Subtract B from A-10) $ ____________________

D. DISPOSITION OF UNEXPENDED FUNDS: ____________________

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

FINAL COST DATA FOR SCHOOL BUILDING PROJECTS

ubmit one copy of this form to the Bureau of School Construction. If additional space is needed, insert additional pages but aintain the same categorical numbering as used in this form.

ounty ______________________

istrict ______________________

spection Order No. ______________________

ame of School ______________________

ate Approved
Lease (M.A.) ______________________

Maximum Annual
Sinking Fund Charges
(G.O.B. or Short
Term Loan) ______________________

Contract to
Lease (S.P.S.B.A.) ______________________

Type of Facility

Elementary __________

Secondary __________

New __________

Addition __________

Alteration __________

Conversion __________

Approved by DPI For:

Total Cost $ __________

Local Funds $ __________

Bond Issue $ __________

Annual Rental
or Maximum
Annual Sinking
Fund Charges $ __________

Debt Service $ __________

Annual Authority and/or
Trustee Expense $ __________

DEPARTMENT USE ONLY

Total Income $ __________

Total Project Cost $ __________

Balance or Deficit $ __________

Tentative Percentage __________%

Final Percentage __________%

CERTIFICATION

This certifies that the Board of Directors of the ______________________ School istrict or Joint Board, by resolution dated ______________________, 196___, authorized the filing of Form BBC-20, and that the information contained herein is correct to the best of my knowledge and belief.

____
ate

____
Signature, Secretary of School District or Joint Board

____
Print or Type Name of Secretary

____
School Address of Secretary

____

BSC-420 (Rev. 4/1/68)

2A

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

FINAL COST DATA FOR SCHOOL BUILDING PROJECTS

ubmit one copy of this form to the Bureau of School Construction. If additional space is needed, insert additional pages but aintain the same categorical numbering as used in this form.

ounty ____________________

istrict ____________________

nspection Order No. ____________________

ame of School ____________________

ate Approved Lease (M.A.) ____________________

Maximum Annual Sinking Fund Charges (G.O.B. or Short Term Loan) ____________________

Contract to Lease (S.P.S.B.A.) ____________________

Type of Facility

Elementary __________

Secondary __________

New __________

Addition __________

Alteration __________

Conversion __________

Approved by DPI For:

Total Cost $ __________

Local Funds $ __________

Bond Issue $ __________

Annual Rental or Maximum Annual Sinking Fund Charges $ __________

Debt Service $ __________

Annual Authority and/or Trustee Expense $ __________

DEPARTMENT USE ONLY

Total Income $ __________

Total Project Cost $ __________

Balance or Deficit $ __________

Tentative Percentage __________ %

Final Percentage __________ %

CERTIFICATION

This certifies that the Board of School Directors of the ____________________ School District or Joint Board, by resolution dated ____________________, 196___, authorized the filing of Form BBC-420, and that the information contained herein is correct to the best of my knowledge and belief.

____
Date

____
Signature, Secretary of School District or Joint Board

____
Print or Type Name of Secretary

____
School Address of Secretary

____

BSC-420 (Rev. 4/1/68)

FINANCIAL REPORT

. INCOME

1. Bond Issue $

2. Premium $

3. Accrued Interest (Earned) on Bond Issue $

4. Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds:

   a. Construction Fund $

   b. Lease Rental Fund $

   c. Debt Service Fund $

   d. Debt Service Reserve Fund $

   e. Bond Redemption Fund $

   f. Other Funds $

   g. Total Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds. (Add a, b, c, d, e, & f) $

5. Building Insurance Received $

6. Forfeited Bond of Contractors $

7. Proceeds from sale of any buildings or land $

8. Local Funds $

9. Any Other Income $

10. Total Income (Add 1, 2, 3, 4, 5, 6, 7, 8, & 9) $

B. TOTAL COST OF PROJECT $

C. UNEXPENDED FUNDS (Subtract B from A - 10) $

D. DISPOSITION OF UNEXPENDED FUNDS:

SUMMARY OF FINAL COSTS

. BASE CONTRACTS PLUS ALTERNATES AND CHANGE ORDERS:

1. General $ ______
2. Electrical $ ______
3. Heating and Ventilating $ ______
4. Plumbing $ ______
5. Kitchen and Cafeteria Equipment $ ______
6. Stage Equipment $ ______
7. Other Contracts $ ______
8. Other Costs $ ______

B. ARCHITECT'S FEE $ ______

C. EQUIPMENT $ ______

D. TOTAL COST A, B, C $ ______

E. SITE $ ______

F. ADDITIONAL COSTS $ ______

TOTAL COST OF PROJECT $ ______

UNEXPENDED FUNDS $ ______

DISPOSITION OF UNEXPENDED FUNDS: ______

______

______

List Bonds Retired from Unexpended Bond Issue Money:

List Bonds Retired from Interest Earned Funds:

FINAL COST DATA BREAKDOWN

A. SHOW THE AMOUNT OF CONSTRUCTION AGREEMENTS BROKEN DOWN INTO MAJOR ITEMS ACCORDING TO CONTRACTORS' ORIGINAL "BREAKDOWN OF COSTS," AND COVERING THE FOLLOWING CONTRACTS:

General, Electrical, Heating and Ventilating, Plumbing, Kitchen and Cafeteria Equipment, Stage Equipment, and others. Include an itemized breakdown showing use, quantity, unit cost and total cost of any equipment included in any of the prime contracts.

1. General Contract

a. Change Orders (Number, Details and Amount)

Total $ ______________

2. Electrical

a. Change Orders (Number, Details and Amount)

Total $ ______________

3. **Heading and Ventilating**

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

4. **Plumbing**

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

5. **Kitchen and Cafeteria Equipment**
(Itemized breakdown showing use, quantity, unit cost and total cost)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________________

6. **Stage Equipment** (Itemized breakdown)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________

7. **Other Contracts** (Itemized breakdown)

a. **Change Orders** (Number, Details and Amount)

Total $ ____________

8. **Other Costs not included in above:**

a. Cost of Athletic Field and/or Swimming Pool (Does not include rough grading) (Not included in any of the prime contracts) $ ____________

b. Cost of fine grading and seeding $ ____________

c. Cost of Landscaping not essential to the building $ ____________

d. Cost of paving roads and parking areas $ ____________

e. Cost of recreation areas $ ____________

f. ____________________ $ ____________

Total $ ____________

ARCHITECT'S FEE $ ____________

EQUIPMENT (ITEMIZED BREAKDOWN SHOWING USE, QUANTITY, UNIT COST AND TOTAL COST) $ ____________

TOTAL COST A, B, C $ ____________

SITE (NOT INCLUDED ABOVE):

1. Actual cost of such rough grading, only, as is necessary to permit placement of building on land within the limits approved by the DPI. (peripheral line which approximates perimeter of building) (Act 407) $ ____________
2. Actual Cost of Sewage Disposal (Act 407) $ ____________
3. Architect's Fee at 6% on items 1 and 2 $ ____________
4. Cost of Acquiring Site (Land, title, survey, transfer fees, options) $ ____________

Total $ ____________

F. ADDITIONAL COSTS

1. Initial Authority Expenses $ ____________
2. Initial Trustee's Fee $ ____________
3. Bond Discount $ ____________
4. Legal Fees $ ____________
5. Printing $ ____________
6. Notary Fees $ ____________
7. Advertising $ ____________
8. Project Supervision $ ____________
9. ____________________ $ ____________

Total $ ____________

TOTAL COST OF PROJECT $ ____________

ATTACH TO THIS REPORT THE FOLLOWING:

1. A statement, certified by the architect, verifying all construction contracts, including alternates accepted and change orders.

2. Architect's agreement for professional services and a list of all fees paid or payable to the architect.

3. A certificate from the architect stating the building has been completed in accordance with plans approved and on file with the Department of Public Instruction. Form BBC-518 (Rev. 11-1-65)

4. An architect's certificate verifying actual cost of such rough grading, only, as is necessary to permit proper placement of building on land within the limits approved by this Bureau (peripheral line which approximates perimeter of building). (Act 407)

5. An architect's certificate verifying actual cost of sewage disposal. (Act 407)

6. A copy of "Surface Reflectance Certificate," Form BBC-434, signed by the Secretary of the School Board.

7. A certificate from the secretary of the school board stating that the building has been completed and accepted by the school district and showing the date of such acceptance.

8. Were any Bond Issue funds used for any purpose for which reimbursement has been received or applied for through the NDEA?

9. Date contract was let:

   (a) Municipality Authority ______________________________

   (b) State Public School Building Authority ______________________________

   (c) General Obligation Bonds ______________________________

   (d) Other (Specify) ______________________________

10. Date Lease contract signed ______________________________

11. Date building completed ______________________________

12. Enrollment at this center upon completion 19 - No. ______________________________

13. Enrollment at this center during present school year 19 - No. ______________________________

14. Range of interest: Low ____________% High ____________%

15. Effective interest rate ____________%

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

FINAL COST DATA FOR SCHOOL BUILDING PROJECTS

Submit one copy of this form to the Bureau of School Construction. If additional space is needed, insert additional pages but maintain the same categorical numbering as used in this form.

County ______________________

District ______________________

nspection Order No., ______________________

Name of School ______________________

Date Approved
Lease (M.A.) ______________________
Maximum Annual
Sinking Fund Charges
(G.O.B. or Short
Term Loan) ______________________
Contract to
Lease (S.P.S.B.A.) ______________________

Type of Facility

Elementary __________

Secondary __________

New __________

Addition __________

Alteration __________

Conversion __________

Approved by DPI For:

Total Cost $ __________

Local Funds $ __________

Bond Issue $ __________

Annual Rental or Maximum Annual Sinking Fund Charges $ __________

Debt Service $ __________

Annual Authority and/or Trustee Expense $ __________

DEPARTMENT USE ONLY

Total Income $ __________
Total Project Cost $ __________
Balance or Deficit $ __________

Tentative Percentage ______ %
Final Percentage ______ %

CERTIFICATION

This certifies that the Board of Schools Directors of the ______________________ School District or Joint Board, by resolution dated ______________________, 196 ___, authorized the filing of Form BBC-420, and that the information contained herein is correct to the best of my knowledge and belief.

____
Date

____
Signature, Secretary of School District or Joint Board

____
Print or Type Name of Secretary

____
School Address of Secretary

____

BSC-420 (Rev. 4/1/68)

FINANCIAL REPORT

. INCOME

1. Bond Issue $ ______

2. Premium $ ______

3. Accrued Interest (Earned) on Bond Issue $ ______

4. Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds:

   a. Construction Fund $ ______

   b. Lease Rental Fund $ ______

   c. Debt Service Fund $ ______

   d. Debt Service Reserve Fund $ ______

   e. Bond Redemption Fund $ ______

   f. Other Funds $ ______

   g. Total Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds. (Add a, b, c, d, e, & f) $ ______

5. Building Insurance Received $ ______

6. Forfeited Bond of Contractors $ ______

7. Proceeds from sale of any buildings or land $ ______

8. Local Funds $ ______

9. Any Other Income $ ______

10. Total Income (Add 1, 2, 3, 4, 5, 6, 7, 8, & 9) $ ______

B. TOTAL COST OF PROJECT $ ______

C. UNEXPENDED FUNDS (Subtract B from A-10) $ ______

D. DISPOSITION OF UNEXPENDED FUNDS: ______

______

______

SUMMARY OF FINAL COSTS

BASE CONTRACTS PLUS ALTERNATES AND CHANGE ORDERS:

1. General $ __________
2. Electrical $ __________
3. Heating and Ventilating $ __________
4. Plumbing $ __________
5. Kitchen and Cafeteria Equipment $ __________
6. Stage Equipment $ __________
7. Other Contracts $ __________
8. Other Costs $ __________

B. ARCHITECT'S FEE $ __________

C. EQUIPMENT $ __________

D. TOTAL COST A, B, C $ __________

E. SITE $ __________

F. ADDITIONAL COSTS $ __________

TOTAL COST OF PROJECT $ __________

UNEXPENDED FUNDS $ __________

DISPOSITION OF UNEXPENDED FUNDS: __________

List Bonds Retired from Unexpended Bond Issue Money:

List Bonds Retired from Interest Earned Funds:

FINAL COST DATA BREAKDOWN

A. SHOW THE AMOUNT OF CONSTRUCTION AGREEMENTS BROKEN DOWN INTO MAJOR ITEMS ACCORDING TO CONTRACTORS' ORIGINAL "BREAKDOWN OF COSTS," AND COVERING THE FOLLOWING CONTRACTS:

General, Electrical, Heating and Ventilating, Plumbing, Kitchen and Cafeteria Equipment, Stage Equipment, and others. Include an itemized breakdown showing use, quantity, unit cost and total cost of any equipment included in any of the prime contracts.

1. General Contract

a. Change Orders (Number, Details and Amount)

Total $ ____________

2. Electrical

a. Change Orders (Number, Details and Amount)

Total $ ____________

3. Heading and Ventilating

a. Change Orders (Number, Details and Amount)

Total $ ____________________

4. Plumbing

a. Change Orders (Number, Details and Amount)

Total $ ____________________

5. Kitchen and Cafeteria Equipment
(Itemized breakdown showing use, quantity, unit cost and total cost)

a. Change Orders (Number, Details and Amount)

Total $ ____________________

6. Stage Equipment (Itemized breakdown)

a. Change Orders (Number, Details and Amount)

Total $ ____________________

7. Other Contracts (Itemized breakdown)

a. Change Orders (Number, Details and Amount)

Total $ ____________________

8. Other Costs not included in above:

a. Cost of Athletic Field and/or Swimming Pool (Does not include rough grading) (Not included in any of the prime contracts)	$ ____________________
b. Cost of fine grading and seeding	$ ____________________
c. Cost of Landscaping not essential to the building	$ ____________________
d. Cost of paving roads and parking areas	$ ____________________
e. Cost of recreation areas	$ ____________________
f. ____________________	$ ____________________
Total	$ ____________________

ARCHITECT'S FEE $ ______

EQUIPMENT (ITEMIZED BREAKDOWN SHOWING USE, QUANTITY, UNIT COST AND TOTAL COST) $ ______

TOTAL COST A, B, C $ ______

SITE (NOT INCLUDED ABOVE):

1. Actual cost of such rough grading, only, as is necessary to permit placement of building on land within the limits approved by the DPI. (peripheral line which approximates perimeter of building) (Act 407) $ ______

2. Actual Cost of Sewage Disposal (Act 407) $ ______

3. Architect's Fee at 6% on items 1 and 2 $ ______

4. Cost of Acquiring Site (Land, title, survey, transfer fees, options) $ ______

Total $ ______

ADDITIONAL COSTS

1. Initial Authority Expenses $ ______

2. Initial Trustee's Fee $ ______

3. Bond Discount $ ______

4. Legal Fees $ ______

5. Printing $ ______

6. Notary Fees $ ______

7. Advertising $ ______

8. Project Supervision $ ______

9. ______ $ ______

Total $ ______

TOTAL COST OF PROJECT $ ______

ATTACH TO THIS REPORT THE FOLLOWING:

1. A statement, certified by the architect, verifying all construction contracts, including alternates accepted and change orders.

2. Architect's agreement for professional services and a list of all fees paid or payable to the architect.

3. A certificate from the architect stating the building has been completed in accordance with plans approved and on file with the Department of Public Instruction. Form BBC-518 (Rev. 11-1-65)

4. An architect's certificate verifying actual cost of such rough grading, only, as is necessary to permit proper placement of building on land within the limits approved by this Bureau (peripheral line which approximates perimeter of building). (Act 407)

5. An architect's certificate verifying actual cost of sewage disposal. (Act 407)

6. A copy of "Surface Reflectance Certificate," Form BBC-434, signed by the Secretary of the School Board.

7. A certificate from the secretary of the school board stating that the building has been completed and accepted by the school district and showing the date of such acceptance.

8. Were any Bond Issue funds used for any purpose for which reimbursement has been received or applied for through the NDEA?

9. Date contract was let:

   (a) Municipality Authority ____________________

   (b) State Public School Building Authority ____________________

   (c) General Obligation Bonds ____________________

   (d) Other (Specify) ____________________

0. Date Lease contract signed ____________________

. Date building completed ____________________

2. Enrollment at this center upon completion 19 - No. ____________________

3. Enrollment at this center during present school year 19 - No. ____________________

4. Range of interest: Low __________% High __________%

5. Effective interest rate __________%

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Bureau of School Construction
Harrisburg 17126

FINAL COST DATA FOR SCHOOL BUILDING PROJECTS

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ounty ____________________

istrict ____________________

nspection Order No. ____________________

ame of School ____________________

ate Approved
Lease (M.A.) ____________________
Maximum Annual
Sinking Fund Charges
(G.O.B. or Short
Term Loan) ____________________
Contract to
Lease (S.P.S.B.A.) ____________________

Type of Facility

Elementary __________

Secondary __________

New __________

Addition __________

Alteration __________

Conversion __________

Approved by DPI For:

Total Cost $ __________

Local Funds $ __________

Bond Issue $ __________

Annual Rental or Maximum Annual Sinking Fund Charges $ __________

Debt Service $ __________

Annual Authority and/or Trustee Expense $ __________

DEPARTMENT USE ONLY

Total Income	$	Tentative Percentage	%
Total Project Cost	$	Final Percentage	%
Balance or Deficit	$		

CERTIFICATION

This certifies that the Board of School Directors of the ____________________ School District or Joint Board, by resolution dated ____________________, 196___, authorized the filing of Form BBC-420, and that the information contained herein is correct to the best of my knowledge and belief.

____
Date

____
Signature, Secretary of School District or Joint Board

____
Print or Type Name of Secretary

____
School Address of Secretary

____

BSC-420 (Rev. 4/1/68)

FINANCIAL REPORT

INCOME

1. Bond Issue $ ____________________

2. Premium $ ____________________

3. Accrued Interest (Earned) on Bond Issue $ ____________________

4. Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds:

a. Construction Fund $ ____________________

b. Lease Rental Fund $ ____________________

c. Debt Service Fund $ ____________________

d. Debt Service Reserve Fund $ ____________________

e. Bond Redemption Fund $ ____________________

f. Other Funds $ ____________________

g. Total Accrued Interest (Earned) and Profit on ALL Investments on ALL Funds. (Add a, b, c, d, e, & f) $ ____________________

5. Building Insurance Received $ ____________________

6. Forfeited Bond of Contractors $ ____________________

7. Proceeds from sale of any buildings or land $ ____________________

8. Local Funds $ ____________________

9. Any Other Income $ ____________________

10. Total Income (Add 1, 2, 3, 4, 5, 6, 7, 8, & 9) $ ____________________

B. TOTAL COST OF PROJECT $ ____________________

C. UNEXPENDED FUNDS (Subtract B from A-10) $ ____________________

D. DISPOSITION OF UNEXPENDED FUNDS: ____________________

SUMMARY OF FINAL COSTS

BASE CONTRACTS PLUS ALTERNATES AND CHANGE ORDERS:

1. General $ ____________________
2. Electrical $ ____________________
3. Heating and Ventilating $ ____________________
4. Plumbing $ ____________________
5. Kitchen and Cafeteria Equipment $ ____________________
6. Stage Equipment $ ____________________
7. Other Contracts $ ____________________
8. Other Costs $ ____________________

B. ARCHITECT'S FEE $ ____________________

C. EQUIPMENT $ ____________________

D. TOTAL COST A, B, C $ ____________________

E. SITE $ ____________________

F. ADDITIONAL COSTS $ ____________________

TOTAL COST OF PROJECT $ ____________________

UNEXPENDED FUNDS $ ____________________

DISPOSITION OF UNEXPENDED FUNDS: ____

____

____

List Bonds Retired from Unexpended Bond Issue Money:

List Bonds Retired from Interest Earned Funds:

FINAL COST DATA BREAKDOWN

A. SHOW THE AMOUNT OF CONSTRUCTION AGREEMENTS BROKEN DOWN INTO MAJOR ITEMS ACCORDING TO CONTRACTORS' ORIGINAL "BREAKDOWN OF COSTS," AND COVERING THE FOLLOWING CONTRACTS:

General, Electrical, Heating and Ventilating, Plumbing, Kitchen and Cafeteria Equipment, Stage Equipment, and others. Include an itemized breakdown showing use, quantity, unit cost and total cost of any equipment included in any of the prime contracts.

1. General Contract

a. Change Orders (Number, Details and Amount)

Total $ ____________

2. Electrical

a. Change Orders (Number, Details and Amount)

Total $ ____________

3. Heading and Ventilating

a. Change Orders (Number, Details and Amount)

Total $ ____________

4. Plumbing

a. Change Orders (Number, Details and Amount)

Total $ ____________

5. Kitchen and Cafeteria Equipment
(Itemized breakdown showing use, quantity, unit cost and total cost)

a. Change Orders (Number, Details and Amount)

Total $ ____________

6. Stage Equipment (Itemized breakdown)

a. Change Orders (Number, Details and Amount)

Total $ ____________

7. Other Contracts (Itemized breakdown)

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c. Cost of Landscaping not essential to the building $ ____________

d. Cost of paving roads and parking areas $ ____________

e. Cost of recreation areas $ ____________

f. ____________________ $ ____________

Total $ ____________

. ARCHITECT'S FEE $ ____________________

C. EQUIPMENT (ITEMIZED BREAKDOWN SHOWING USE, QUANTITY, UNIT COST AND TOTAL COST) $ ____________________

). TOTAL COST A. B. C $ ____________________

E. SITE (NOT INCLUDED ABOVE):

1. Actual cost of such rough grading, only, as is necessary to permit placement of building on land within the limits approved by the DPI. (peripheral line which approximates perimeter of building) (Act 407) $ ____________________

2. Actual Cost of Sewage Disposal (Act 407) $ ____________________

3. Architect's Fee at 6% on items 1 and 2 $ ____________________

4. Cost of Acquiring Site (Land, title, survey, transfer fees, options) $ ____________________

Total $ ____________________

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8. Project Supervision $ ____________________

9. ____ $ ____________________

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